



# **Research & Insights Officer Recruitment Pack**

August 2026





## About Us

UK100 is the only network of ambitious local authorities led by all political parties working together to tackle climate change. We help local and strategic authorities overcome challenges and turn innovation into solutions that work everywhere. We build the case for the powers needed to make change happen. From cities to villages, we help communities across the UK create thriving places powered by clean energy — with fresh air to breathe, warm homes to live in, and a healthy natural environment.

We represent all tiers of local government, bringing together 123 local and strategic authorities committed to meeting their local climate targets. Our members represent over 60% of the UK population, and cover both urban and rural areas. We are a small not-for-profit organisation looking to make a big difference.

## Our Values



**Ambitious**



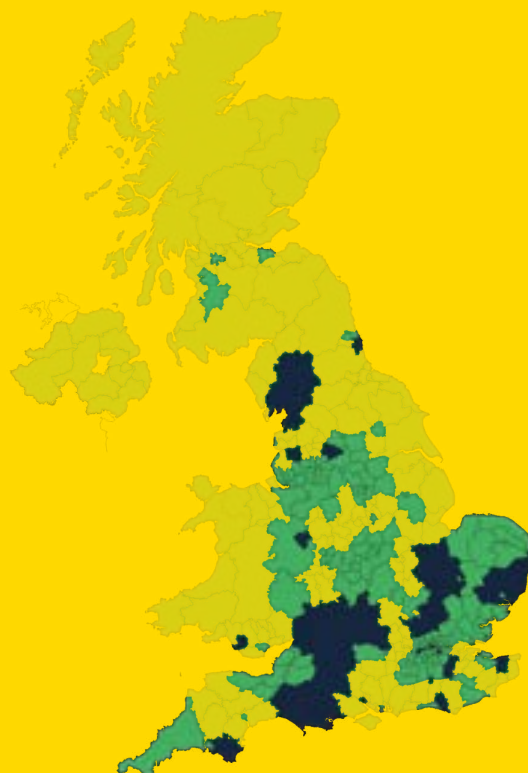
**Evolving**



**Principled**



**Collaborative**





## Job Description:

### Research & Insights Officer

**Start date:** November 2026

**Salary:** £29,000-£35,000 (based on experience)

**Hours:** Full time (35 hours)

**Contract:** Permanent

**Location:** Virtual, with 2 office days a month in London Waterloo

Are you passionate about using research and evidence to influence climate policy and support local authorities to deliver their climate targets? Do you enjoy working across research, policy and stakeholder engagement in a collaborative, mission-driven organisation? Are you interested in data and impact? Then you could be UK100's new Research and Insights Officer!

You will support the delivery of UK100's research programme, helping to design and deliver projects that generate practical insights for local government. From conducting desk research and stakeholder interviews to producing reports, you'll help turn evidence into actionable recommendations that support ambitious climate action.

You'll also play a key role in translating research into policy and advocacy, through monitoring policy developments and helping to coordinate member networks and working groups. Great research doesn't end with publication. You'll lead on tracking the impact of our programmes by gathering evidence and maintaining organisational knowledge and data systems.



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# Research & Insights Officer

### Research programme delivery:

- Support the Research Manager across UK100's research, policy and member engagement workstreams, contributing to the development and delivery of projects and outputs aligned with organisational priorities and strategic objectives.
- Support the delivery of a research project focused on improving energy performance in the private rented sector. This will include stakeholder and policy mapping, coordination of qualitative fieldwork with local authorities and key stakeholders, and contributing to the development of outputs such as reports.
- Support the broader research programme through activities such as research planning, stakeholder interviews, desk-based research, and the development of research tools including surveys, questionnaires, discussion guides, workshop materials, and written outputs.

### Policy, advocacy and parliamentary engagement:

- Translate research insights and evidence into policy and advocacy outputs. This includes monitoring relevant legislation, inquiries and policy developments; contributing to consultation responses and policy briefings; and identifying opportunities for engagement.
- Support engagement with parliamentarians and government departments, helping to organise roundtables and meetings that enable members to share evidence and insights with decision-makers.



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## Impact tracking:

- Lead the tracking and demonstration of UK100's impact, including gathering qualitative and quantitative evidence of our work's outcomes, speaking with member councils about the difference our support has made, and developing case studies that capture and communicate this impact.
- Support the development and maintenance of UK100's CRM database, website and Knowledge Hub, using data and insights to help track, and demonstrate organisational impact.

## Member engagement:

- Support member engagement networks and working groups, including agenda setting, meeting coordination, development of materials, and ongoing administrative support to ensure effective delivery against timelines and objectives.

## Communications and dissemination:

- Support the dissemination of research and policy outputs across UK100's network and wider stakeholder base through social media, events, email communications, and contributions to our newsletters.
- Organise and support UK100's presence at internal/ external events, and positively contribute to raising UK100's profile in line with our guidance on branding, tone of voice and key messages.

### Essential Criteria

#### Knowledge

- Understanding of research methods
- Knowledge of UK public policy and policymaking processes.

#### Experience

- Experience supporting research projects from planning to delivery and producing written outputs such as reports or briefings.
- Experience coordinating meetings or workshops
- Experience working with multiple stakeholders and managing competing priorities.

#### Skills and abilities

- Strong research and analytical skills.
- Excellent organisational and project coordination skills.
- Ability to manage multiple tasks and meet deadlines.
- Ability to work collaboratively across teams and with external stakeholders.

#### Values

- Committed to the vision, mission and values of UK100

### Desirable Criteria

#### Knowledge

- Understanding of the structures and functions of local government in the UK
- Awareness of climate, energy efficiency, or sustainability policy issues.
- Familiarity with communications and public affairs.

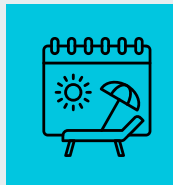
#### Experience

- Experience working in a policy, research, think tank, charity, or local government environment.
- Experience collecting and analysing impact or evaluation data.

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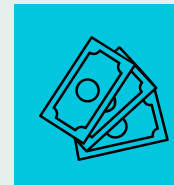
# BENEFITS

## HOLIDAYS



- 25 days AL
- Birthday off
- Office closure between Christmas and NY
- 2 days for sustainable travels
- 2 days for volunteering

## MONEY



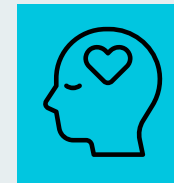
- 5% pension contribution
- Interest free bike loan
- £250 budget for home working equipment

## FLEXIBLE WORKING



- 35 hours/week flexible around core hours
- Working from home with 2 office days a month

## WELLBEING



- Subsidised gym membership
- Annual eye test
- £500 annual training budget
- Competitive parental leave policy

## COMMUNITY



- Quarterly staff social & team lunch
- Central London office with many community events



AND AN AMAZING TEAM



## Recruitment process

### Applications

Please apply through the Charity Jobs portal, with your CV and cover letter, by 10am on September 7th.

### First interviews

First interviews will take place online across the **22nd and 23rd of September**.

You will receive a task 4 days before your interview that you will need to prepare and present during your interview slot.

At this stage you will meet:

- Tunisha Kapoor, our Research and Insights Manager
- Philip Glanville, our Director of Advocacy and Engagement
- Liam Ward, our Communications and Advocacy Manager

They will welcome you, put you at ease, and talk you through a series of questions to understand a bit more about you and your experience, whilst also sharing more about the role and organisation.

### Second interviews

If second interviews are needed after stage one, these will take place on Wednesday the 30th of September at our office.

We aim to get back to every applicant with an outcome and if you have any questions about the role, interview process or organisation, please don't hesitate to contact our team on [jobs@uk100.org](mailto:jobs@uk100.org).

**Thanks for considering a role at UK100 and best of luck with your application!**