



June 2022

Research Volunteer – Research Working Group

Emerging from the COVID-19 pandemic we are revitalising our research agenda, driven by the two central aims in our Research Strategy to:

- 1) Build our research capacity and
- 2) Do more research

Description of role

As Research Volunteer you will play a key role in supporting the charity to realise the aims and objectives in our Research Strategy. We have a range of activity surrounding research, both internally and externally, that feeds into our fundraising, insight, policy, and service delivery agendas. You will join METRO's Communications, Policy, and Research team and work closely with our Head of Insight who convenes our Research Working Group and coordinates our research activities and partnerships.

Duties will include

As part of our team of Research Volunteers we require support with **one or more of the following activities**, relevant to your skills and experience, and/or your personal and professional development ambitions:

- Digital research
 - a. Develop a digital library for the charity
 - b. Build, manage, and disseminate research resources across our five service domains: Sexual & Reproductive Health; Community; Mental Health & Wellbeing; Youth; HIV
More information about our specific service areas is available on our website: <https://metrocharity.org.uk/services>
 - c. Develop research resources pertinent to our leadership role in equality and diversity.
- Event coordination:
Support the curation and coordination of 'research roundtable' and other internal research events *ad hoc*.
- Research administration and communications support:
Deliver administrative support for our Research Working Group (RWG) sessions (every two months), including minute taking and preparation of documents for RWG members.
Update our website with research outputs and provide content relevant to research for social media.

- Research funding:
Scout for opportunities for voluntary sector and partnership research funding relating to our research priorities within our service domains and contribute to research bids.
- Surveys of literature:
Research topics identified priorities by the RWG to inform our bid and tender writing
- Staff/volunteer training:
Share your research expertise and methodologies in best practice with our Research Working Group members to build our research skills.
- Research partnerships: Participate in external meetings to build new research partnerships
- Qualitative research:
Conduct qualitative research and share best practice on methodologies and techniques with our RWG and other staff
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Conduct quantitative research and share best practice methodologies and techniques with our RWG and other staff
- Data analysis:
Contribute to improving systems for data analysis and use across the charity
- Evaluation:
Contribute with the CPR team in its leadership of evaluation training and support to staff.

The following skills/experience are required for this opportunity:

Essential

Undergraduate or postgraduate qualification in a relevant health and wellbeing, or equalities-related, academic discipline.

Strong organisational skills.

High standard of written communication.

Motivated to work on independent projects as well as collaboratively.

Solid administrative skills and efficiency in using a range of IT resources.

Desirable

Research funding knowledge and experience of research bid/tender writing.

Digital research skills, including use of reference management software.

Qualitative research methodologies.

Quantitative research methodologies.

Experience of partnership project working and relationship management.

Organising research events or other event coordination experience.

Experience of delivering project evaluations.

Time required for volunteering opportunity is:

Part-time/flexible (minimum 5-10 hours monthly)

The areas of interest and types of activity which best fit the voluntary opportunity on offer are:

	Area of Interest		Type of Activity
	Animals	X	Administration
	Art and culture		Advice work
	Children		Architecture & building work
X	Disability		Art
	Disaster relief		Befriending
	Domestic Violence		Business & management
	Drugs & addiction		Campaigning & lobbying
	Education and literacy		Caring
	Elderly		Catering
	Employment	X	Community work
	Environment		Computers and technology
	Families		Counselling
X	Gay, Lesbian, Bisexual, Trans, Queer		Driving
X	Health, hospitals, hospices		Entertainment
	Heritage		Finance work
	Homeless and housing	X	Fundraising
	Human and civil rights		Hostel work
	International aid		Languages
	Legal aid and justice		Legal work
X	Mental Health		Marketing PR & Media
	Mentoring		Music
	Museums		Retail & charity shops
	Music		Teaching and training
	Politics		Board of trustees/ management committee
	Prisoners & ex-offenders		Under 16 volunteering
	Race, ethnicity, and refugees		
	Religion		
	Sports & outdoor activities		
	Women's groups		
X	Youth		

The volunteer recruitment and selection procedures are:

- Application form
- Interview
- References

- DBS check/Police disclosures
- Induction
- Trial period

The following conditions apply to this volunteering opportunity:

Details of out-of-pocket expenses paid for this volunteering opportunity	<i>Travel expenses (within Greater London) and lunch expenses for office-based days in METRO New Cross or METRO Woolwich.</i>
Details of induction, supervision and support offered to volunteers	<i>Research Volunteers will receive a thorough induction, and training where applicable to their area of research input. They will be supported throughout their work with regular line supervision from the Head of Insight.</i>
Details of what insurance is provided for volunteers, both on and off premises	<i>Volunteers are covered under our "Employers Liability Insurance" whilst representing The Metro Centre Ltd on or off the premises.</i>
Details about any training offered to volunteers, both informal and accredited	<i>As above.</i>

Volunteers with additional support needs:

METRO is committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as a learning disability, mental health issues, physical disabilities, and long-term illnesses.

METRO understands that involving volunteers with Additional Support Needs is dependent on the level of support required and the organisation's ability to meet these needs.

For more information about the volunteer role, please contact the Head of Insight; Communications, Policy, and Research team: emma.jones@metrocharity.org.uk