



VANCANCY

New Leaf Research Assistant

0.4 FTE (15 hours a week)
Salary per annum £9,347.60

(This post is offered on a fixed term contract 24 months, with possible extension beyond this dependent upon funding)

Thames Valley Partnership is an established registered charity of over 27 years operating a range of support services for those affected by crime, across the three Thames Valley counties of Berkshire, Buckinghamshire and Oxfordshire, and beyond. We currently have a vacancy for a **Research Assistant**, based at the Partnership offices in Haddenham, near Aylesbury, HP17 8JB. The post will participate in the design, research, administration, monitoring and evaluation of a 2-year project funded by HMPPS.

Postholder Reports to: The Programme Manager

The Role: The purpose of this research project is to identify ways of improving and strengthening relationships and ties between women offenders who receive custodial sentences and their families and significant others so as to reduce reoffending, due to the sensitive nature of this position the role requires a Research Assistant.

The research assistant, together with a dedicated family support caseworker, will engage with both Probation Practitioners supervising women offenders and the women themselves to establish what the current situation is in relation to identification and assessment of needs.

Reduction of the criminogenic need of 'family& relationships' will be analysed in relation to the impact of both existing interventions and two new interventions; a.

The impact of existing interventions and two new interventions, a Relationship Workshop and Family Group Conferencing, will be considered in relation to improved relationships, a decrease in the criminogenic need of 'Family & Relationships' as well as the women's feeling of 'connection' and overall wellbeing.

The project will initially be working alongside Probation Practitioners and Women living across Berkshire and include those residing in an Approved Premises in Reading

The successful candidate will have experience of undertaking quantitative and/or qualitative research studies including conducting interviews and focus groups, literature reviews and data handling. They will



have a good honors degree or equivalent, have excellent organisational skills and be able to work on their own initiative.

We are happy to take a flexible approach and negotiate an agreeable work pattern with the successful candidate, on the provision that we can meet the requirements of the project and all work is completed by the given due dates.

As a member of the team, you will be responsible for, keeping good lines of communication open and ensuring the efficient working and throughput of research is completed. You will be handling sensitive and personal information on the clients we support, therefore ensuring confidentiality and security of information at all times is paramount.

This is a rewarding and interesting role where you will be required to work closely with Prison Officers, Probation Officers, female offenders and their families, Police and other partners. You will be working within a collaborative, supportive and friendly team in comfortable offices in Haddenham, Buckinghamshire.

Responsibilities & Key Tasks:

- Conduct literature reviews
- Collect and analyze data
- Prepare materials for submission to HMPPS, NPS and other interested parties
- Prepare interview questions
- Recruit and/or interview subjects
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Summarize interviews
- Summarize project results
- Prepare progress reports
- Prepare other articles, reports and presentations
- Develop or assist in the development of interview schedules; contact potential subjects to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone
- Conduct and record face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures and documentation standards
- Develop research protocols
- Develop assessment and evaluation tools
- Compile data for progress reports

Skills, Knowledge and Abilities

Essential

- Excellent verbal and written communication skills with an ability to liaise with staff, colleagues, volunteers and service users, across agencies and at all levels.
- Statistical and Graphical Analysis of Data.
- Confidence in dealing sensitively with a wide-range of people.



- Sound organisational skills & demonstrable experience in a coordinating/administrative role
- Excellent Computer Literacy/IT skills (MS Office, Excel, PowerPoint).
- Ability to work as part of a team and to liaise efficiently and professionally with staff from other agencies
- Ability to collect and share information effectively
- Able to handle and manage confidential data, maintaining up to date records/client contacts in line with data protection guidelines
- Ability to work under pressure and to tight deadlines
- Flexible approach to duties and able to use initiative and work unsupervised
- Able to drive, with own transport, and flexibility to travel to other locations within the Thames Valley
- Able to attend meetings away from the office base and in Prisons

Desirable

- Experience of data management
- Experience of Charity work

Other

- Be free from any medical condition which would prevent you from doing the job
- Be free from any criminal conviction which would conflict with the responsibilities of the post.

Thames Valley Partnership is an equal opportunities employer; the aim of our policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability. We do not disbar applicants with criminal convictions and are mindful of the requirements of the Rehabilitation of Offenders Act, 1974.