

Further Details

Thank you for your interest in working with us here at Volunteer Development Scotland. We hope that this information will help you complete your application form and give you a better idea what you might expect if you joined our organisation.

The Job

The job title is **Research into Practice Officer** and is part of Programmes and Strategy. The job is full time, subject to completion of a three month probationary service period. This job is Grade 6 in VDS' pay scale and the current salary range is from £24,332 to £31,867 for full-time hours (35 per week). Part-time employees receive a *pro rata* entitlement to pay and benefits.

The Process

The closing date is **Wednesday 3rd August at 12 noon**. We are holding interviews in Stirling on **Tuesday 23rd August**.

We cannot acknowledge applications received but we aim to contact each applicant after shortlisting has been completed to let them know if they have been successful or not.

We short list for interview on the basis of the information provided in the application form. Applicants who most closely match the requirements of the post as specified in the role profile will be short listed.

How to Apply

VDS believes that a standard application form is the most appropriate tool for selecting candidates for interview. If you need extra space, please continue on separate sheets and attach securely to your application form. Please do not include additional material other than this. CV's will not be accepted.

Please ensure that you return your application on or before the closing date as applications returned after the closing date will not be considered. We will prefer to receive electronic copies of applications and if you are successful will be asked to sign a copy at interview.

Applications should be returned to Carol Christie (HR Assistant) e-mail: carol.christie@vds.org.uk. Our postal address is Volunteer Development Scotland, Jubilee House, Forthside Way, Stirling, FK8 1QZ.

Pre-Employment Checks

Volunteer Development Scotland routinely carries out a number of pre-employment checks including:

- Relevant qualifications
- Identity
- Immigration and nationality status

If you are invited to interview, please bring with you original documentary evidence. A copy will be taken and, if you are the successful applicant, kept on your personnel file. If you are unsuccessful the copies will be securely destroyed.

Successful applicants may be asked to undergo a Basic Disclosure check.

How we use your personal information

We retain and process information provided by you during the recruitment and selection process in accordance with the provisions set out by the Data Protection Act 1998 (DPA).

By submitting an application for employment, you are agreeing to VDS processing such information as may be necessary to assess your application, provided that proper regard is had to the data protection principles in force.

If your application is successful, the information you provide will be retained and will form part of your personnel file. If you are not offered employment with VDS, all documentation related to your application will be confidentially destroyed after a period of twelve months.

Equality and Valuing Diversity

We support the principles of equality and diversity in recruitment and we will ensure that all applicants are treated fairly and consistently. By completing the application form fully you are helping us to monitor our recruitment strategy and practice. All information given in this section is anonymous and confidential and used for statistical monitoring purposes.

To help us achieve our aim of remaining impartial in selecting candidates for interview, please refrain from supplying on the application form itself (except where stated) any names or other personal information, which would clarify your e.g. gender, age or ethnic origin etc.

Our HR staff will remove equal opportunities information from your application before it is passed to the panel for short listing.

If you require any of the information included in the application pack produced in another medium, please contact us and we will do our best to assist.

We hope that you will decide to apply to join our team and look forward to receiving your application. If you have any questions or think that we can help, please contact Carol Christie, HR Assistant.

**VOLUNTEER DEVELOPMENT SCOTLAND
ROLE PROFILE**

Role Details

Job Title: Research into Practice Officer	Jobs Covered: 1 x FTE
Department: Programmes and Strategy	Grade: 6
Location: VDS, Stirling	Date: Amended 07/11
Reports to: Research and Development Manager	

Role Purpose

To communicate and deliver high quality research, development and evaluation on behalf of Volunteer Development Scotland as the Centre for Excellence in Volunteering.

Key Dimensions

Budget: No direct responsibility
Line Management: Occasional management of volunteers and interns
Other: Management of external research contracts

Organisational Structure

Reports to: Research & Development Manager
Direct reports: As outlined above

Key Responsibilities

Applied Research and Evaluation

- Design and manage research and evaluation projects on time and within budget (including: selection of design and methods appropriate to questions and context, qualitative and quantitative data collection and analysis)
- Contribute to the production of research and evaluation briefs
- Lead design of and peer review qualitative and quantitative research and evaluation tools
- Design and conduct evidence reviews which meet needs of internal and external stakeholders

Knowledge Transfer & Communications

- Actively engage in the transfer of knowledge to inform development and practice
- Design and implement communication strategies to ensure use and impact of research and evaluation
- Develop, write and deliver dissemination outputs (including: face-to-face, digital, written publications), with a high level awareness of the needs of different audiences, especially non-research practitioners
- Ensure that the research sections of VDS managed websites are updated and relevant

Knowledge Management

- Keep abreast of policy and practice relevant national and international research on volunteering
- Develop and maintain a database of volunteering research
- Exploit existing sources of data to generate new knowledge on volunteering
- Maintain an awareness of funding sources and identify funding and collaboration opportunities

Relationship management

- With guidance, take a lead in working with the Scottish Government on the development of research and analysis of information on volunteering in Scotland
- Proactively ensure that research and evaluation effectively informs and supports the development of all VDS activities, especially around quality
- Initiate and develop relationships with internal and external stakeholders, particularly practitioners, to motivate use of research, evaluation and data in decision-making

KNOWLEDGE, SKILLS, QUALIFICATIONS & COMPETENCIES**Qualifications and Experience**

- Educated to degree level or equivalent in a relevant subject
- Proven research, development and evaluation experience using a variety of research methods
- Demonstrable experience in a multi-disciplinary environment

Research Skills: Design and Method

- Proven skills in quantitative and qualitative data analysis, using a variety of tools and approaches
- Sound understanding of the principles of research design
- Ability to design research instruments appropriate to needs and context
- Able to analyse qualitative and quantitative data
- Understanding of a contract delivery or consultancy environment

IT & Technical

- Experience of MS Office, Data Analysis Tools NVIVO and SPSS
- Experience of creating, editing and managing website content
- Strong project management skills, including time management, ability to cope with multiple projects, effective reporting and prioritise tasks

Communication

- Ability to effectively communicate with non-researchers and non-academics, particularly in relation to the technical aspects of research/evaluation design, instruments, analysis and findings
- Strong facilitation skills, the ability to elicit from others their goals, priorities and information needs
- Excellent presentation skills, both written and oral; ability to adapt written and oral language for the needs of different audiences
- Understanding of purposes of different writing styles and ability to write clearly and concisely for specialist and non-specialist audiences including digital media
- A constructive and positive communicator with the ability to appraise the quality of others' research

Constructive Thinking

- Self reflective and ability to demonstrate reflective practice
- Initiator and can see things through

Desirable Skills

- A genuine interest in volunteer development
- Experience of working in a programme delivery environment
- Experience of managing staff or volunteers
- Experience in using e-communications such as data visualisation techniques

Working at Volunteer Development Scotland

Working for us, our commitment to our people is clear to see. As well as supporting professional and personal development and offering an attractive and modern place to work, we also recognise the importance of a good work and life balance. We provide a wide range of benefits on completion of a satisfactory probation period, normally 3 months. These include:

Competitive Salary

We have benchmarked our salaries in the market to ensure that they are competitive. VDS also offers an incremental salary scale.

Pension Scheme

All permanent employees of VDS are invited to join a company pension scheme and have some choices available to them. Irrespective of which scheme is chosen then VDS will contribute 8% of your salary (employer contributions) to your pension provider from the month of acceptance to the specific pension scheme. All schemes provided are Stakeholder pension money purchase schemes and are not based upon final salary arrangements.

Group Life Assurance

VD offers a scheme which provides a benefit of four times your salary to your nominated beneficiary should you die whilst in VDS' employment.

Flexible Working

We will consider requests for flexible working arrangements from any employee.

Employee Volunteering

We encourage employee volunteering and will provide up to 3 days paid leave each year to facilitate this for those interested in volunteering. .

'Give As You Earn' scheme

You can donate money to your chosen charity from your pre-tax salary, so money that would normally go to the taxman goes directly to the charity.

Child Care Vouchers

We offer the Computershare Childcare Vouchers scheme under which part of your salary can be sacrificed in exchange for childcare vouchers. These represent a saving for you as they are non-taxable and exempt from National Insurance contributions (within specified limits).

Sports Centre Membership

We hold a corporate membership with the University of Stirling allowing employees to join at a subsidised rate, currently around £190 per year. This is available as a salary advance, repayable monthly.

Eye Care

Employees can receive a contribution to the cost of glasses or contact lenses of up to £45 every two years.

Employee Counselling Service

We offer the service of a confidential counselling service for employees of VDS through ECS. Specially trained counsellors are available to offer advice and support on personal and emotional difficulties or concerns.

Personal Learning Account

You can apply for a VDS personal learning account each year and a contribution of up to £100 towards a learning or developmental activity outside of work. Activities that have been supported so far include salsa dancing, reiki therapy, nail care, Italian lessons, driving lessons and counselling skills.

Volunteer Development Scotland Line Management Structure 2011

