

# Information pack for Researcher positions

September 2024



## 1 Introduction

Thank you for finding out more about the Researcher positions and our company, Cordis Bright.

We are looking for permanent Researchers to join our team. These are full-time or part-time (minimum four days per week), salaried roles. Researchers play a crucial role in our organisation, and we are looking for people who want to be part of making a positive difference through our research, evaluation and consultancy.

This pack contains further information about:

- The work that Cordis Bright does.
- The role of Researchers.
- Diversity and equal opportunities.
- What we are looking for from you.
- Continuing professional development.
- The package.
- How to apply.

We believe this is an exciting and satisfying job, working alongside a team of committed hard-working people who want to make a difference. We hope when you have read through the rest of this pack that you decide you want to apply.

Finally, we are very happy to have an informal conversation about the job and our company. If this is something you would like, then please get in touch via [recruitment@cordisbright.co.uk](mailto:recruitment@cordisbright.co.uk) and we will arrange a convenient time for one of the senior management team to speak with you.

## 2 About Cordis Bright

### 2.1 Our organisation

Cordis Bright wants to make a difference to people's lives. To achieve this, we apply our research, evaluation and consultancy skills to real-world issues such as how to address health inequalities; support young people to stay away from crime; provide joined-up care and support for people as they get older; or keep people who use social care independent and connected. Every project we deliver is different, but the golden thread running through our work is the aspiration to support our clients to achieve the best outcomes for citizens and service users. We work with a wide range of clients, especially central government, local authorities, the NHS, police and the voluntary and community sector.

We believe in the value of public services and the important role they can play in supporting people to live fulfilling lives. We want people who join our team to sign-up to these values and to be actively committed to making a positive difference to our society.

### 2.2 Our team

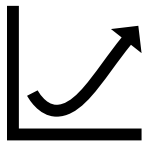
The diagram below summarises our current staff structure:



### 2.3 Our commitments

Our commitments are detailed overleaf. Further information about our work is available at [www.cordisbright.co.uk](http://www.cordisbright.co.uk).

## Our commitments



### Impact

We are committed to helping to ensure that public services change lives for the better.



### Quality

We deliver high quality work that creates impact and value.



### Equality

We tackle inequity in service provision, access, and outcomes.



### Collaboration

With our clients, we work in partnership and seek to leverage and grow their own skills, knowledge and expertise. With citizens, we recognise the power of co-production and have a successful track record in working with people with lived experience and peer researchers. Within the team, we support our staff and give them space to make a positive contribution to projects, colleagues, wider company and society.



### Inclusion

We want to maximise the positive difference that diversity of background, life experience and opinion can bring to the quality of our work and the insight that we generate.



### Evidence

We implement approaches that are open, honest, thoughtful, participative and based on strong evidence of 'what works'.

### 3 The role of Researchers

Researchers are a core part of the team, providing fieldwork and analytical expertise. They usually work on about 3-6 projects simultaneously. They have four main roles:

- Undertaking desk-based reviews of secondary data sources, e.g. strategies, action plans, case studies, research papers, demographic, socio-economic and performance data, and financial information.
- Organising, designing and undertaking fieldwork with a range of different stakeholders, e.g. interviews with family support workers, focus groups with parents/carers, consultation events with children and young people, questionnaires to adults using mental health services.
- Completing analysis, e.g. of small- and large-scale quantitative and qualitative data. For quantitative data, you must feel confident at undertaking analysis within Excel. For the analysis of qualitative data, you should be familiar with thematic approaches.
- Drafting sections of research and consultancy reports.

Examples of projects which included substantial research input are:

<i>Evaluation of the local care approach across Greater Manchester</i>	<i>Needs assessment on children with complex needs who are looked after or on the edge of care</i>	<i>Randomised control trial of a serious youth violence programme</i>
<i>Evaluation of a mental health and wellbeing programme promoting systems change across four local areas</i>	<i>Evaluations of programmes for racially minoritised children and young people</i>	<i>Research into what works in supporting domestic abuse perpetrators to change their behaviour</i>
<i>Evaluation of an innovation programme supporting people experiencing multiple disadvantage</i>	<i>Evaluations of initiatives supporting improved education, training and employment outcomes for young people</i>	<i>Research on the needs of autistic adults and their families</i>

For each project, Researchers report to a Project Manager (typically a Consultant or Senior Consultant, depending on the size and nature of the project), and a Project Director (typically a Principal Consultant or Director).

Researchers have regular one-to-ones with their line manager (typically a Senior Consultant or Principal Consultant). They can also access formal and informal buddying, mentoring and coaching.

In our work culture we offer people a high degree of autonomy. People are encouraged to take responsibility for their own workload and for delivering maximum impact for clients.

Our team is geographically dispersed, and people combine work in the office with work at home and on client sites. In this environment, we work hard to ensure a sense of team. We do this via weekly company meetings, monthly extended company meetings, knowledge exchanges, and awaydays twice a year. We run regular social events, a book club and run club.

Here's how members of the team describe their experiences at Cordis Bright:



**Scarlett Whitford-Webb, Consultant, promoted from Researcher**

*Being a Researcher at Cordis Bright is a unique role, as you are encouraged to build on your strengths as well as explore new research methods and sectors. Researchers are trusted to begin project work right from the outset and generate insights that are highly valuable to the rest of the team, as they are generally the closest to clients' experiences and views. In my first six months as a Researcher, I helped evaluate the impact of a national charity's Cost of Living support programme, identify pressing needs faced by a London borough, and develop the company's approach to AI.*



**Samyukta Srinivasan, Researcher**

*I've really enjoyed my past year as a researcher at Cordis Bright. I've worked on projects across a wide range of sectors, such as mental health, adult social care, and multiple disadvantage, which has kept the role engaging and varied. The opportunity to apply and develop both qualitative and quantitative research skills, from conducting fieldwork to running workshops and focus groups, has been invaluable. The collaborative team environment has fostered my growth, with opportunities for peer learning and mentorship. Every project has offered a new challenge, and it's been rewarding to see the impact of our work.*



**Dr Alice McDowell, Researcher**

*I love the project-based nature of working at Cordis Bright. Each project introduces new sectors or research skills, while also offering the chance to build on what you've learned before. Even as a researcher, you gain valuable insights into how client organisations (like local government, national bodies, and charities) operate. It's really rewarding to help them use research to improve the lives of the people they serve. Cordis Bright is a small company with impressive expertise in academia, front-line work, and consultancy, and is a friendly and stimulating environment to be part of.*

In 2018, we produced this [Podcast](#) exploring the role of a Researcher. It still provides some useful insight into the role and the company.

## 4 Diversity & equal opportunities

We are committed to making a proactive contribution to improving diversity and promoting equal opportunities in all aspects of our work. Our actions are guided by our Equality, Diversity and Inclusion (EDI) [Strategy](#) and our Anti-Racism [Strategy](#). We have a dedicated EDI working group driving next steps, plus specific teams focused on anti-racism, inclusion, and addressing disability needs. We also have a network group for colleagues from global majority backgrounds. Further information is provided below.

### 4.1 Diversity of our staff team

We believe it is important – and just plain right – to have a team as diverse as the world around us. This mix of identities, backgrounds and experiences not only enriches our workplace but also sharpens the quality and insights of our work. Here's how we're making sure everyone gets a fair opportunity:

- We're casting our net wider when we post job adverts to attract all kinds of talented people.
- We use a blind shortlisting process to cut down on both conscious and unconscious biases.
- We're reviewing job descriptions to zero-in on what really matters for each role.
- We offer flexible and hybrid working options to lower any hurdles to joining us.
- We've rolled-out company-wide training on anti-racism and disability inclusion.
- We host a number of awareness-raising events and observances. For 2024-25, we're focusing on the 16 Days of Activism Against Gender-Based Violence, LGBTQ+ History Month, Learning Disability Week, and South Asian Heritage Month. We've also celebrated Pride, Black History Month, UK Disability History Month, Women's History Month, Neurodiversity Awareness, and Mental Health Awareness.
- We try to match projects with our team members' personal interests and lived experiences to keep everyone engaged and growing.

We're on this journey together, continuously working to improve and make our workplace truly inclusive for everyone.

### **Guaranteed Interview Scheme**

We are committed to the employment and career development of disabled people.

If you tell us that you have a disability, we can make reasonable adjustments at interview and, if you join us, to where you work and to your work arrangements.

We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme (GIS).

To be invited to interview under this scheme, you must show in your application that you meet all 'essential' criteria. This will be sufficient to progress you to interview. If you wish to apply under the GIS, please highlight this in the application portal. If you do not wish to apply under the GIS, but do require us to make reasonable adjustments at interview, then please also let us know via the portal, with details of what those adjustments will be.

A request under the Guaranteed Interview Scheme does not guarantee you a job. Following the recruitment process, the best candidate will be offered the post.

## **4.2 Minimising barriers to participation in our projects and taking co-production approaches**

In our projects, we ensure that primary consultation methods are accessible to maximise participation. To help with that, we have developed a [toolkit](#) which is used by the team during project design and delivery.

We have designed and delivered a number of projects in collaboration with people using the services or who have lived experience of the issues in question. Benefits of this approach are: it ensures the project focuses on the issues of most importance to the intended beneficiaries; it helps us design consultation approaches that maximise participation; and it generates extra insight from understanding how people using the services or who have lived experience interpret key data/findings.

We have also trained people with lived experience to be peer researchers, e.g. as community surveyors (helping to boost the reach and completion rate of questionnaires) and as interviewers (undertaking primary interviews with service users alongside a Cordis Bright Researcher). In addition, we have supported groups of people with lived experience to participate in all key stages of research, i.e. research and tool design, conducting fieldwork, drafting analysis, interpreting findings, and presenting results to a range of audiences. We have found positive benefits in terms of boosting numbers and range of people who are willing to participate in consultations; enhancing the depth of the evidence base; and securing improvements in skills, experience and job prospects for peer researchers.

### 4.3 Considering equality issues in research and analysis

During research and analysis we aim to remain conscious of our own positionality and how this might affect data we generate or how we interpret data. During analysis and reporting, we ensure that equality, diversity and inclusion issues are actively considered. Finally, we regularly work on projects specifically about equality, human rights and anti-discrimination, e.g. over-representation and disproportionality of minority ethnic children in the youth justice system; variable take-up of mental health services by minority ethnic groups; LGBTQI+ health inequalities; equality and human rights in social care; and equal opportunities, anti-bullying and anti-discrimination across the care and support workforce.



## 5 What we are looking for from you

The table below shows the knowledge, skills and experience that we are looking for in a candidate.

<b>Academic Requirements</b>	<b>Importance</b>
Strong academic background (minimum 2:1 in first degree)	<b>Essential</b>
Masters level or other post-graduate qualification	Desirable
Academic background in social science, social policy or economics	Desirable
<b>Experience requirements</b>	<b>Importance</b>
At least one year of work experience, ideally in (a) research or consultancy; or (b) project-based role; or (c) client-facing role	Desirable
At least one year of work experience in a sector in which Cordis Bright specialises	Desirable
<b>Skills and abilities requirements</b>	<b>Importance</b>
The drive and capability to progress to consultant role within Cordis Bright	<b>Essential</b>
A versatile research skill-set, able to undertake qualitative <u>and</u> quantitative research	<b>Essential</b>
Confident and skilled in the use of Excel for analysis of quantitative data	<b>Essential</b>
Previous experience of using SPSS, or similar statistical software packages, for social research	Desirable
Confident and skilled in the analysis of qualitative data	<b>Essential</b>
An active and demonstrable interest in the sectors in which Cordis Bright specialises	<b>Essential</b>
Strong communication skills, in particular report writing	<b>Essential</b>
Excellent time management and organisational skills	<b>Essential</b>
Well-rounded interpersonal and presentation skills	<b>Essential</b>
Strong analytical skills	<b>Essential</b>
Commercial and business acumen	<b>Essential</b>
<b>Attitude requirements</b>	<b>Importance</b>
Strong self-starter with a high degree of initiative and personal responsibility	<b>Essential</b>
A proactive, self-motivated outlook and a commitment to delivering high quality	<b>Essential</b>

A strong commitment to the public sector and the provision of public services	<b>Essential</b>
<b>Cross-cutting competencies</b>	<b>Importance</b>
Able to demonstrate a strong focus on personal contribution and effectiveness.	<b>Essential</b>
Able to generate effective working relationships with colleagues and teamworking.	<b>Essential</b>
Demonstrate an ability to prioritise the wellbeing of the company and the people within it.	<b>Essential</b>

Further information about person specifications across the team is available on our website.

## 6 Continuing professional development

We strive to be a learning organisation and we recognise the importance of continuing professional development. We are keen to appoint Researchers who have the skills, experience and interest to progress to Consultant roles. This involves greater responsibility for client engagement, project management, change management and business development. We have a successful track record of progression within the team, with a number of Consultants, Senior Consultants, Principal Consultants and a Director having joined us as Researchers.

Some of the continuing professional development you should expect includes:

- **A comprehensive induction programme**, covering your first 4-6 weeks with us. This provides an opportunity to introduce you to the team and the wide range of work that is being undertaken across Cordis Bright. It also consists of structured sessions about Cordis Bright approaches and tools.
- **An emphasis on learning-by-doing**. We believe you learn best when you engage with live projects and practical tasks. We seek to ensure that you start work on projects in your first week and that you have exposure to a wide range of different projects, tasks and sectors.
- **Regular training** and refresher courses, for example, on safeguarding children, safeguarding adults at risk, and data protection and information governance.
- **A weekly programme of project briefings**. During weekly company meetings, colleagues share findings from a recent project, highlighting key learning that might have relevance across the wider team.
- **A regular programme of knowledge exchanges**. We expect all team members to contribute to their colleagues' professional development and have established these fortnightly sessions to share learning and expertise. Recent topics include: system approaches, working with peer researchers; inferential statistics, approaches to qualitative analysis, and effective practice in project management.
- **A monthly programme of company-wide learning**. As part of our commitment to being a learning organisation, we run company-wide sessions to share learning and/or engage team members in collaborative problem-solving on organisation-wide topics.
- **Regular opportunities to contribute to wider company objectives**. As well as the working groups and task groups on equality, diversity and inclusion, we have also established special interest groups on the environment, artificial intelligence, and randomised control trials. Researchers are encouraged to help inform company objectives, for instance, a Researcher was a driver for our working group on the environment.

## 7 The package

Benefit	Details
Hours	Part-time (from four days per week) or full-time (five days per week). We welcome applications from people wishing to undertake the role on a part-time or full-time basis. We are committed to helping our staff achieve a healthy work-life balance. As a reflection of this, about a quarter of our team work part-time.
Start date	As soon as possible and ideally by January 2025. We expect to undertake further recruitment rounds over the course of the next 12 months.
Salary	Researcher starting salaries are £30,400 per year.
Profit share	One-third of profits are allocated to the bonus pool and allocated to all staff based on salary. Based on our performance over the last three years this would equate to 4% and 8% of salary.
Holiday	Holiday entitlement is 25 days plus Bank Holidays. The office also closes over the Christmas and New Year period which adds another five days to your holiday entitlement <sup>1</sup> .
Pension	Employees may opt-in to the Cordis Bright pension scheme, where Cordis Bright makes a contribution of 5% of gross salary. Employees who opt-in are required to contribute 2% of their salary in order to comply with national requirements in relation to workplace pensions. Employees can choose to pay more into this pension if they wish and employees also have access to a second Stakeholder Pension.
Maternity, paternity, co-parental and adoption leave	Staff who are eligible for statutory maternity, paternity, co-parental or adoption pay also become eligible for an enhanced benefit of an additional four weeks of leave at 100% of pay to be used within one year of the birth of the child (or equivalent).
Employee assistance programme	Staff have access to an employee assistance programme consisting of: (a) mental health support; (b) physiotherapy; (c) life, money and wellbeing support; (d) health and fitness planning; and (e) access to remote GP services (which can be accessed in parallel to your registered GP).
Other benefits	Other benefits include life assurance, enhanced sickness benefit, access to an independent financial adviser, and season ticket loan.

<sup>1</sup> With prior agreement, this time can be allocated to other times of the year especially if you celebrate other religious festivals.

Benefit	Details
Location	<p>We operate hybrid working, combining a mixture of working from home, working from the office and visiting client sites. Our offices are at 23-24 Smithfield Street, London EC1A 9LF. Clients are based across the UK but mainly in England and Wales.</p> <p>Employees vary in the amount of time they spend in the office: some people attend every day, whilst others attend for key meetings (two to four times a month). Visits to client sites vary depending on the project. Some require no in-person fieldwork whilst others will have a period of 2-3 months where in-person visits are required. These are typically day-trips spread over a number of weeks or months.</p> <p>You will have advance notice of any travel. You must have sufficient flexibility to be able to accommodate this way of working.</p>

## 8 To apply

### 8.1 You must apply via our recruitment portal

You must submit your application via our [recruitment portal](#).

### 8.2 Information requested

**As part of our commitment to promoting diversity and equal opportunities we operate a blind candidate screening and shortlisting process.** This involves ensuring that the candidate's name and any demographic information that can lead to conscious or unconscious bias are not seen by the shortlisting panel. With this aim in mind, please ensure you closely follow these instructions, otherwise your application may not be reviewed.

The [portal](#) will ask you to:

1. Complete personal information such as your name, email, telephone, any access requirements, and whether you wish to be considered under the Guaranteed Interview Scheme.
2. Upload your CV. This can only be a maximum of two sides of A4. It needs to contain a clear timeline of your career to date including periods when you were working, volunteering, studying or when you might have been out of work. Do not include a photo, your name, home address, age, date of birth, gender, nationality of ethnicity on your CV.
3. Upload responses to four questions. Please remember to keep to the word count.
  - a. What aspects of your previous experience best demonstrate your interest in Cordis Bright's work? (150 words).
  - b. Your experience of undertaking quantitative and qualitative research (250 words).
  - c. Other relevant work experience (200 words).
  - d. Your Word and Excel skills and how you have used these. Please also highlight any experience you have with statistical packages such as SPSS (200 words).
4. Complete an optional equal opportunities monitoring form. You will be taken to this form automatically after you have submitted your application. Without this information, it is difficult for us to monitor the extent to which we are successful at securing applications from people from a wide range of backgrounds and life experiences. The questionnaire is anonymous and completely confidential and we have designed the portal in a way which means that we cannot track your response back to your application.

### 8.3 CV requirements in detail

- Your CV must be a maximum of two-sides of A4.

- It needs to contain a clear timeline of your career to date including periods when you were working, volunteering, studying or when you might have been out of work.
- It must not include a photo or specify your name, address, age, date of birth, gender, nationality or ethnicity. We have provided further information in the diagram below.

The diagram illustrates a CV for Joe Smith, divided into sections marked with red 'X' (Do not include) and green checkmarks (Please include).

**Do not include (Red X):**

- A photograph
- Your name
- Your home address
- Your date of birth
- Age
- Gender
- Ethnicity
- Nationality
- Any other demographic information

**CV for Joe Smith**

Flat 2, 25 Magpie Road, London SE30 6XX

**Do not include (Red X):**

- Personal information**  
Date of birth: 1 Jan 1991  
Age: 32  
Gender: Male  
Ethnicity: White British  
Nationality: UK  
Full driving licence  
2 children

**Please include (Green checkmark):**

- Education**  
University of Fordswell (2010-2013)  
BA (Hons) Social Psychology, II.i
- Work experience**  
Fordswell Council (2013-ongoing)  
Senior Housing Officer  
Responsible for...
- Interests**  
Treasurer for Fordswell Women's Football Club

**Please include (Green checkmark):**

- Detailed information about your education, e.g. name of university, dates, subject, grade
- Detailed information about your work experience, e.g. name of organisation, dates, role, responsibilities
- Information about your interests and other commitments outside of work. We recognise the importance of lived experience and would be grateful if you could share any relevant experience with us. You do not need to remove any information about protected characteristics unless you would like to. For instance, you're welcome to specify Fordswell Women's Football Club or just refer to Fordswell Football Club.

## 8.4 Deadline and next steps

Please submit your application via our [recruitment portal](#) by 10am on Friday 18 October 2024.

Shortlisted candidates will be asked to complete an Excel test and to attend an in-person interview at our London office on **Tuesday 12 November or Thursday 14 November 2024**.

We will cover travel costs. We are not able to accommodate virtual attendance.

We do not accept applications via employment agencies or head-hunters.

We will consider part-time (minimum four days per week) or job-share arrangements. If this is of interest, please highlight this in your application.

If successful, you will be asked to complete an enhanced Disclosure and Barring Service check.

You must have the legal right to work in the UK if you are successful at being appointed to Cordis Bright.