

# **TASC – The Think Tank for Action on Social Change**

## **Head of Policy**

### **Job Description**

TASC is an independent progressive think-tank that provides policy solutions, based on the values of equality, human rights, democratic accountability and sustainability. The core premise of TASC is that economic progress and equality for all are both achievable and interdependent.

TASC, grant-aided by the Atlantic Philanthropies, is working on a major new programme of work and is seeking to recruit a key member of the team charged with delivering its vision.

Reporting to the Director, the person appointed will be a seasoned professional, responsible for delivering TASC's programme of research and policy analysis. The person will play a central role in developing and communicating the policy proposals to realise the TASC vision.

In addition, the person appointed will undertake a range of research/policy development and project management activities in relation to the implementation of the socio-economic pillar of the TASC work programme.

Candidates must demonstrate empathy with TASC's values and a capacity to represent TASC in public and media debates.

### **Responsibilities**

#### *Socio-Economic Research and Policy*

- undertake primary research in one or more of the areas of focus of the socio-economic pillar, consistent with the social and democratic perspective

#### *Research and policy leadership*

Working closely with the Director s/he will:

- define and plan the TASC programme of research and policy and oversee its delivery (Overview of the TASC Work Programme available for download from the TASC website);
- identify and develop opportunities for TASC in relation to its current and future programme, including research consultancy, joint projects with partner organisations and individuals;
- work with individuals and groups of academics, policymakers and civil society activists. This will include establishing and working with advisory groups and managing contracted/outsourced work; and
- develop and manage the work of the TASC Economists Network.

### *Communications Tasks*

- in liaison with the Communications Manager, undertake PR and media-related activities, including representing TASC on radio/television programmes;
- ensure that relevant staff have timely access to the most current research and data relevant to the issues in the TASC work programme;
- advise the relevant staff on how to effectively present often complex data to the public in order to facilitate advocacy that is grounded in facts yet easily understood by non-specialists, while ensuring that all TASC-released material can withstand close critical scrutiny; and
- draft a variety of materials for different audiences, including media, academics civil society organisations and decision makers

### *General*

- undertake such other duties as may be assigned from time to time by the Director

### **Qualifications Required/ Person Specification**

- A postgraduate qualification in a social science discipline.
- At least five years experience in socio- economic research and/or policy analysis or its equivalent.
- A grounding in economic theory and analysis.
- Excellent research and analytical skills and ability to synthesise extensive information and data into succinct, clear reports, briefs etc and to communicate effectively in writing for diverse audiences.
- A proven track record of highly collaborative team work.
- Strong communication skills, consistent with effective media and public performance.
- An ability to take initiative, to set as well as realign priorities when needed, to efficiently and effectively organise work, in order to respond to a demanding and often rapidly evolving work programme while managing multiple major tasks simultaneously.
- Experience of effectively mentoring and developing the technical skills of other research staff while encouraging their continual professional development is desirable.

The successful candidate will work in close collaboration with the Director in establishing priorities and making the adjustments that go with working in a constantly changing environment with limited resources.

### **Salary and length of contract**

An attractive competitive remuneration package, taking into account qualifications and experience, will be paid to the successful candidate.

This is a fixed term contract position for a period of two years with further contract contingent on funding.

Secondment arrangements may be suitable and will be considered.

**24 April 2009**