



**Role Title:** Research Coordinator

**Duration:** 1-2 Terms (depending on your project)

**Experience required:** GCR/MCR members

**Application process:** Written and Interview

**Time per week:** approx. 8 hours (variable by project and week)

**Application Deadline:** 25<sup>th</sup> February, 2017

**Who we are:** OxPolicy is the Oxford University Student Think Tank. We aim to change the conversation around and influence policy by publishing reports based on original research, and giving recommendations for specific policy areas.

**Role Description:** Our Research Coordinators (RCs) lead the teams that produce our reports, and are thus at the heart of how we engage with and seek to impact policy. RCs propose their own topic and lead teams of up to ten people through to the publication of a policy report. This is a serious role, but one that offers almost unrivalled leadership and research experience useful in a wide range of contexts.

As RC, you will be in both a leadership and researcher position. We **do not** expect detailed knowledge of the policy area you propose to study, and **you need no prior connection** (e.g. through study or work experience) to your topic. Most important are your personal qualities and a problem-solving mindset. You should have some experience in a position in which you have shown leadership, and be able to demonstrate that you have skills in areas such as independent research, time management, writing and editing. Following a successful application, we facilitate the recruitment of researchers for your project and you get to choose the members of your team.

Please note that if you are in your 1<sup>st</sup> year of a master's programme or DPhil and wondering if you have the required research experience, then the answer is yes and we strongly encourage an application from you.

**Application Documents** (please merge into a single PDF)

- Research proposal: Include a preliminary research question and strategy for how to approach it, well as an explanation of the topic's policy relevance (max. 2 pages).
- Please indicate whether the project will run for one or two terms, and supply a preliminary project timeline.
- Cover Letter: Tell us why you are applying for the role of RC, why you are just the person we need, and describe a time when you demonstrated leadership qualities, even if this was not in an official leadership position (max. 2 pages).
- CV

**Application Process:**

1. Send your application structured according to the guidelines above to [director@oxpolicy.co.uk](mailto:director@oxpolicy.co.uk), by midnight on 25 February, 2017
2. We will reply to all promising candidates to schedule a short informal interview with the current Director and one of our Research Directors.

If you have any questions, do not hesitate to send an email to [director@oxpolicy.co.uk](mailto:director@oxpolicy.co.uk).