

Summary

Interested in gaining experience in policy development and working behind the scenes to help secure positive changes to housing legislation, policy and practice?

Housing Rights are seeking a Policy and Research volunteer to help identify key trends in housing, and carry out research into particular areas of work.

Housing Rights is the leading specialist agency in the provision of housing advice, information and training in Northern Ireland, and our policy work is based on the experiences of people who contact us for advice. With the upcoming review of the private rented sector in housing and the introduction of welfare reform, it is a busy time for our policy team as we try to improve standards and practices in housing in Northern Ireland.

You may be interested in developing skills and experience in research, have a keen interest in preventing homelessness or you may just be interested in learning more about our impact on housing policy and practice.

Location

Housing Rights offices are in The Skainos Centre, 239 Newtownards Road, Belfast BT4 1AF.

Time commitment

4 hours per week (however, this is flexible)

Tasks

- Work with the policy team to identify suitable topics or areas of work to research
- Conducting research; analysing reports, journals, reviews, statistics and other relevant literature
- Conducting telephone surveys and interviews
- Presenting your findings in the format of briefing papers
- Assisting with research for consultation responses
- Supporting with any policy related events
- Shadowing a member of the policy team in internal or external meetings
- Administrative support when required
- Contributing to the wider work of the policy team

You should be:

- Proficient with ICT and Microsoft packages
- Have excellent written and oral communication skills
- Previous experience of presenting information in a written format
- Reliable

- Able to work to your own initiative
- Willing to work as part of a team
- Well organised

We especially want to hear from you if:

- You have previous experience in research

Additional Information

You will receive an induction and relevant training in order to enable you to carry out your role. You will have a designated volunteer supervisor and out of pocket volunteer expenses will be reimbursed within Housing Rights expenses guidelines.

We are committed to developing our volunteers, so all volunteers will receive monthly supervision meetings where additional training needs relevant to your role can be identified.