



Susanna Wesley Foundation

susannawesleyfoundation.org

Research Officer Job Description

Title: Research Officer

Salary: £ 37,000 (pro rata)

This can be a full- or part-time post – see ‘Hours’ below.

Location: Office-based or remote (within the UK). Our offices are in Roehampton, South West London but we welcome applicants from across the UK who do not wish to relocate. You should be willing to travel to our London office for events (e.g. SWF conferences) and for periodic meetings. Additional travel will be required for project meetings. While the cost of travel to the London office will be borne by the research officer, project-related travel costs will be reimbursed.

Please note that this role is likely to require regular travel within Britain.

Hours: The normal hours of work for full-time staff employed by the Foundation are 35 hours per week, Monday to Friday, plus a lunch break of one hour each day, and with occasional weekend or evening work. For this post, we are open to requests for part-time or flexible working. Please indicate your preference on your application. This can be discussed further at interview.

Contract: Permanent

Benefits: 30 days’ annual leave (pro rata) plus office closure between Christmas and New Year. Staff are signed up to a pension scheme.

About The Susanna Wesley Foundation

The Susanna Wesley Foundation (SWF) is funded by Southlands Methodist Trust. It creates and promotes opportunities for, and participates in, research, enquiry and dialogue in the context of ministry and faith communities and faith-related organisations. The work is informed by Methodist values and is in service to British and International Methodist Churches, Educational Institutions and Networks, along with Ecumenical Partners and with Education / HE partners that share these Methodist values.

The Foundation promotes action research and values interdisciplinary study and innovative methodologies, encourages relational approaches and dialogue, explores questions of transformational change, and contributes to learning interventions and educational programmes. Its work aims to be of practical relevance to churches and faith-related organisations and to contribute to inclusivity, justice and the flourishing of communities.

The SWF is a small team, but is entering a period of moderate growth, with the intention of expanding its reach and impact. The creation of this new role is a reflection of that expansion, allowing us to support, oversee and perform a greater number of research and research-related activities in the future.

About the role

We are looking for a theologically literate researcher who has experience in conducting research and evaluations in faith-related contexts. While we sometimes conduct projects using quantitative methods, the primary focus will be qualitative participatory research, with a view to understanding, and impacting on, practice; expertise in practical theology would be particularly welcome as would a passion for enabling flourishing, inclusion and positive change.

We prize collaborative working and relational approaches so the role would suit someone who enjoys building relationships and participating in conversations to generate learning and understanding. The role includes some administrative elements alongside the opportunities to exercise research skills.

We welcome applications from those who combine research capability with practitioner experience, and/or those who have successfully conducted theological action research.

Duties of the role:

- Supporting the delivery of qualitative and quantitative research projects, including coordinating research activities
- Undertaking interviews, and supporting the facilitation of focus groups, workshops and other similar activities
- Carrying out desk research and short literature reviews using a range of methods and sources of data
- Contributing to high quality and varied research outputs for a range of audiences including analysis, writing case studies or sections of reports and presentations where necessary
- Playing a key role in ensuring that research projects adhere to our project management processes, GDPR and ethical codes, maintaining an audit trail where necessary
- Delivering research seminars and presentations for events and conferences
- Evaluating the Foundation's work in terms of its social impact and providing an analysis for reporting purposes
- Working closely with others as part of a team and with stakeholders and partners to manage relationships and deliver work
- Providing support for the Foundation's conferences and events
- Contributing to the promotion of the Susanna Wesley Foundation's work eg, through writing blogs and social media posts, updating project websites or other communications activities as required
- Any other duties as required in line with the grade of the post.

Selection Criteria:

- Previous experience of core research methods, including design and delivery of focus groups and in-depth interviews
- Experience of creative and participatory research methodologies
- Experience of the principles and practice of survey design and approaches to data analysis
- Experience of the principles and practice of evaluation methods
- Strong communication skills, including the ability to work and communicate with stakeholders who are not research specialists
- Strong organisational skills, with the ability to manage multiple priorities
- Good team-working skills, including a willingness to work flexibly, take responsibility, proactively identify problems, and help colleagues deliver high quality work
- A relevant postgraduate qualification or equivalent professional qualification.

Expectations and behaviours

It is expected that post-holders will be flexible and apply themselves across different research areas and themes, collaborating with colleagues in sharing responsibilities for pieces of work.

The following behaviours and expected approaches are key to success in the role:

- Valuing people – working equitably and with integrity; listening to others and seeking and acknowledging insights and wisdom from a wide range of people; offering support and affirmation
- Taking ownership and sharing accountability – being highly self-aware; taking on board constructive feedback, and also offering it to others, as appropriate
- Forward thinking – adopting a questioning approach and exploring new ideas
- Professional pride – working to high standards and valuing quality
- Always inclusive – looking to involve others; considering the wider context and sharing information across the wider community
- Nurturing a wide range of local and international stakeholders and collaborators.

To apply

Send a curriculum vitae and cover letter by email to the Susanna Wesley Foundation, swf@roehampton.ac.uk

Applications close at 11.59pm (UK time) on October 27th 2025.