

Recruitment Pack

Research Coordinator

Job title	Research Coordinator
Key coach	Everyone in Shared Assets takes responsibility for their own work, and has a nominated coach within the team. We are starting to operate a peer coaching system so another team member will be your coach
Key coaching responsibilities	None immediately but it is anticipated that after your induction period you will take on the role of peer coach for another team member
Operational area	UK wide
Location	We are a fully remote team, with monthly in-person meetings that take place often in London, but do vary locations including Oxford, Cambridge, Sheffield and Bristol – we try to rotate to towns near to where team members are based
Hours	<p>The post is for 4 days (28 hours) a week, normally within any working hours of between 7:00 – 19:00, but some work may be required at evening and weekend events and meetings. We are flexible about working patterns, and working between 3 and 4 days a week</p> <p>We operate a four day week as a maximum</p>
Salary	<p>The gross annual starting salary for this role is £32,500 for a 4 day week (£40,625 FTE)</p> <p>We have a flat pay structure and all team members are paid at the same salary rate</p>
Holiday	26.5 days per year of paid leave including bank holidays and all staff must take the statutory minimum of 22.4 days per year based on a four day working week
Pension	6% employer contribution and minimum 5% employee contribution with the People's Pension Trust
Duration	Permanent

About Shared Assets

Land, and the way that it is owned and managed, impacts on all of us. It has different places in all of our histories, whatever our backgrounds or heritage, whether our experience is of public or private ownership, colonialism, dispossession, or migration, the difficulties of making a living in a rural economy or the daily impacts of urbanisation and gentrification. How we currently own, manage and make decisions about land lies at the heart of many of our current social, economic and environmental challenges and injustices.

Shared Assets works with people and land for a just future.

We undertake advice & support, research, movement building, communications and resourcing work to support, mobilise and advocate for the development of models of managing land that create shared social, economic and environmental benefits. We see systems change as a core value of our work and seek to be transformative, both through externally-facing projects and internal approaches and ways of working.

This can cover a wide range of land uses but primarily focuses on the management of woodlands, food growing land, and parks and open spaces. It may also include the development of buildings and housing where these are integral to a broader land management project. We call these new models ["common good land use"](#), meaning land use that: provides sustainable livelihoods, enriches the environment, produces things people need, provides shared benefits, is controlled by communities and is at the centre of wider system change.

Our research work supports collective learning related to working on and with the land. We communicate our findings through articles, blogs, podcasts, reports, events, and more – building a shared evidence base to support the development of a just land system. Through our research, we seek to make an impact at a local and a systemic level. We want to create conditions that allow people and communities to thrive, and promote care for the land and environment. We do this work on both a commercial and grant funded basis.

Working at Shared Assets

This role will be remote, and the successful candidate will be provided with a laptop and other items (like furniture and equipment) necessary for accessible and healthy home

working. Use of co-working spaces can also be supported. We meet as a team online on a weekly basis, and communicate regularly on Slack, Zoom and by phone. We currently have team members in London, Oxford, Sheffield, Falmouth and Cambridge, so could provide candidates based near those places with more face-to-face contact. We have monthly whole-team meetings in person and the role will require some travel within the UK (and potentially further afield) to meet with clients and partners.

We are a small but ambitious team. In addition to this role there are currently 5 other team members, all working a 3, 3.5 or 4 day week, and we are trying to change the land system! You can read more about our [systems change approach here](#). We are actively working towards being a [self managing organisation](#). We use sociocratic principles to undertake the management functions of the organisation and ensure the whole team is involved in decision making. This means that all team members are expected to participate in some management tasks as part of one or more circles (People & Culture, Finance & Funding and Business Planning & Strategy). It is currently our intention that on a rotating basis members of the team will take roles as one of three Executive Directors on the Board of Directors (also known as the Governance Circle), each with a two-year tenure. You can read more about [this here](#).

Being a small and values-driven organisation, we at times operate with limited resources and can sometimes face periods of financial uncertainty. We're transparent about these challenges and work collectively to navigate them. This role would suit someone who is comfortable working in an evolving context and who can adapt as we respond to changing circumstances.

Whilst we are diverse in terms of gender and sexuality, we are aware that we are currently a majority white organisation working in a very white sector. We want to change both of those things. We are therefore committed to making Shared Assets a diverse and inclusive organisation that actively tackles issues of exclusion, disempowerment, disability and discrimination, and that is open to anyone who shares our vision of a more just land system.

Values and principles

The values guiding the work we do as an organisation are:

- **Care:** we take care of each other, the work, our partners and clients, and the land.
- **Solidarity:** we work actively to support and resource the work of others who share our ambitions for a more just, fair and regenerative land system and recognise how these are connected to historic and international struggles for land justice.

- **Justice:** we work to dismantle the root causes of systemic inequality within the current land system, centring the experiences and needs of marginalised groups, particularly those who have been historically excluded from power and resources.
- **Transformation:** we aim to fundamentally alter the structures and systems that perpetuate inequality and injustice within the land system, rather than simply addressing individual cases of harm.

The principles that guide how we do the work are:

- **Autonomy:** we expect to have the power to decide our own actions and enable others to do the same.
- **Accountability:** we are responsible internally and externally for ourselves, our work, our intentions, our words, and our actions.
- **Bravery:** we are willing to challenge the status quo and invite and support ourselves and others to work through difficult conversations and experiences together.
- **Pragmatism:** we recognise and work with the complexity and constraints of undertaking and supporting systemic change whilst operating within the existing system.
- **Intersectionality:** we recognise that the interconnected nature of race, class, sexuality, disability, gender and other identity characteristics create overlapping and interdependent systems of discrimination or disadvantage.

Job Description

Job Summary

We expect this role to focus on securing and delivering research that is participative, practical and pressing for the land justice movement.

The role holder will lead the full range of Shared Assets' research projects, from scoping and design through to delivery, follow up and evaluation. They will need to have experience of designing and carrying out research and learning activities with a wide range of partners – including academics, community groups, NGOS and local authorities – in collaborative ways. In the past we have worked on research projects of many scales – from large European Union funded consortia, to smaller, one-off pieces which help a local authority or community organisation move forward with their work. Often our research work involves collaborating with a group of other civil society organisations to provide evidence of why change in the land, food and farming system is needed, and generate action on these issues.

The main areas of work are to: manage and deliver funded research projects (or projects with a research component) with partners, reflect with colleagues on what we are learning within and across workstreams as an organisation and sector, use this knowledge to create new ideas for research work, and support fundraising for these, as part of our 'infrastructure' role.

Main Responsibilities

Research and learning delivery

- Undertake research tasks including desk research, literature reviews, interviews, project evaluation, survey design and workshop facilitation, as part of research focused projects or other work
- Deliver excellent research outputs for partners and clients such as reports, (network) maps, blogs, and visual representations of project learning
- Contribute to building a culture of learning and reflection within Shared Assets

Project management and business development

- Manage day to day delivery of contracted and funded research projects and programmes on time and within budget

- Nurture and strengthen relationships with staff, partners, funders and stakeholders in order to successfully deliver high quality research projects and programmes
- Proactively seek out and develop new research areas, funding applications and income generation opportunities, particularly those that help Shared Assets increase its impact and broaden and deepen the land movement in the UK

General

- Participate in organisational circles and relevant working groups
- Participate in and contribute to the development of Shared Assets as an organisation, including involvement in collective decision making, being accountable to policies, and helping improve those policies where relevant
- As part of collective working, contribute to the development, delivery, and monitoring and evaluation of the organisation's strategy and business plan
- Contribute to communications and raise the profile of the organisation – in particular working closely with the rest of the team on external messaging with respect to project work, our research and learning offer, Shared Assets and the wider land movement
- Provide support to colleagues where needed, including in the running of events, training and other activities
- Any other duties as may be required in a small organisation

Governance

- Provide reports and information for the board as required
- On a rotating basis with a two-year tenure, sit as one of three Executive Directors on the Board of Directors (Governance Circle)

Person Specification

Candidates for this role will need to demonstrate or evidence how they meet the experience, skills and knowledge in their application form.

	Essential	Desirable
Experience	<p>Developing and delivering participatory and action-oriented research projects with a range of partners</p> <p>Managing multiple projects and partners, including project management skills and financial budgeting</p> <p>Working with a range of local and national organisations on projects and programmes related to land</p>	<p>Developing and managing relationships with partners and funders</p> <p>Making applications for funding from trusts and foundations</p> <p>Designing systems, processes and programmes to meet project and organisational outcomes</p> <p>Experience of undertaking monitoring and evaluation of projects and organisations</p>
Knowledge and skills	<p>Excellent communication and presentation skills, both written and verbal, to be able to communicate with a wide variety of stakeholders</p> <p>Self administering, well developed IT skills, and ability to work effectively and creatively within a remote team</p> <p>A good understanding of research best practice and ethics in working with communities interested in learning more about land issues</p>	<p>Knowledge of creative and participatory research practices</p> <p>Awareness of the emerging research insights areas of interest within the land, food and farming sector</p> <p>Experience and confidence of digital engagement including video conferencing, Miro (or similar) and other collaborative workspace or platforms</p> <p>Awareness of the power dynamics and challenges within research, such as the dangers of extractivism and lack of representation, and strategies to avoid replicating these</p>

NB – we do **NOT** require a degree qualification for this role, and actively encourage applications from those with a variety of skills, experience and qualifications.

Additional requirements

- Ability to travel for a team day once a month to different regions in the UK, including London. You must be able to access public transport, a bicycle or a car for which reasonable expenses will be reimbursed
- Undertake any training and development deemed necessary for carrying out the role
- Two references will be sought – if you are offered the role in principle, we'll ask for the contact details of two references when making that offer

How to apply

To apply, please complete the [online application form](#) before the deadline below. If you are shortlisted for an interview, we will ask you to send a copy of your CV 24 hours before the interview, so you may also want to consider preparing it in advance.

We'll be asking for information for different purposes at different parts of the recruitment process.

- Application form: we will be assessing whether you can answer the questions clearly and fully
- First stage interview: we will be looking to understand your experience and skills
- Final interviews: we will be exploring how you would do the job at Shared Assets

We will be asking for a copy of your CV. We will only review your CV **after** the longlisting process and prior to first stage interviews. This means it is really important to fully respond to the application questions – don't rely on us later referring to information in your CV when assessing them.

At the interviews we will aim to understand you better and how your skills and experience will enable you to undertake the main responsibilities of the role. We also want to know how your values and ways of working will contribute to Shared Assets' vision and mission. The interview will give you the opportunity to meet as many current team members as possible.

Let us know if there are any reasonable adjustments we can make to the application and interview process because of a disability or health issue, such as whether you require any information in a different format.

On completing the application form, we would be very grateful if you would complete our short survey for diversity monitoring (link in the application form). This is separate to the application process and is fully anonymous. The form is optional but it will help us understand and improve our recruitment process.

Equality Statement

Shared Assets aims to be an inclusive workplace with a diverse body of staff. We are keen to receive applications from Black, Asian and minority ethnic people; LGBTQIA+ people; disabled people; neurodivergent people; people with experience of mental health problems; and people who identify as working class or have done so in the past.

If you are disabled and meet our minimum job criteria, we will invite you to an interview and adjust the interview process as needed. Please tick the box on the application form to indicate if you have a disability and wish to be considered under this policy. Please note our minimum job criteria will be a minimum assessment score that we set at the start of the process, it will not be solely based on meeting the essential and desirable criteria.

We take positive action to address under-representation in our organisation. We recognise that we are currently under-represented within the team in terms of race (including colour, nationality, ethnic or national origin). In the event of a tie break situation we may therefore use positive action in favour of an individual from an under-represented community to make a final decision.

Further information

Please feel free to get in touch with Kim Graham for an informal discussion about the role – please email kim@sharedassets.org.uk to find a time to speak.

Timings

The closing date for applications:	10am on 27th October 2025
First stage Zoom interviews:	5th November 2025
Final stage Zoom interviews:	12th November 2025

We may also include a final follow up interview should we need further information from candidates. **Please let us know in the application form if you cannot make these dates.**

Interview Questions

If you are invited to interview, we'll invite you to talk with the team online to discuss the role with us. We'll have some questions to ask (and also invite plenty of questions from you). Whilst we haven't finalised the questions, below are some that we might ask. We will send you the final questions we will ask at least an hour before the interview to help you prepare.

We will start by introducing ourselves and asking you (briefly) to introduce yourself.

- Can you tell us why this is the right job at the right time for you?
- Can you give us an example of a project or piece of work that you've developed that you're really proud of? What was your role?
- What do you think the role of research and learning is for Shared Assets?
- In your experience, how do you think issues such as gender, ethnicity, sexuality, religion, class and income impact on people's relationship to the land?
- Please tell us about your experience of working with a public or private sector client. How do you think this might differ from working with a community organisation?
- What's your understanding of how working in a self-managing team works, and where do you think self-management applies within this role?
- We're a small team, limited resources, lots of change, potential for impact: what excites you about that and what concerns you?
- What elements of the role do you feel comfortable taking on and what would you need to feel confident starting the role?

We may also pick up on some themes from your application form and of course reserve the right to ask follow up questions!

We will also ask you some more practical questions, including about where you heard about the job, when you might be able to start, etc