

Job Advert



JOB TITLE: Researcher.

SALARY: £25,000-£35,000 dependent on experience.

HOURS: Full time (Monday to Friday, 37.5hrs). A flexible working policy is offered, with core working hours of 1000hrs-1500hrs. Part time work of three or four days will be considered.

CONTRACT: 12 month fixed term contract with possible extension. Subject to a three month probationary period.

LOCATION: Remote, with in-person meeting in Berkshire or Edinburgh at least once per month (travel to be covered at own expense).

BENEFITS: 22 days paid annual leave per year, plus eight Bank Holidays. A contribution of up to £175 towards a co-working desk.

WHO ARE WE: TaxWatch is the UK's only charity dedicated to compliance and sound administration of the law in the field of taxation. We are an investigative think tank which conducts forensic research and analysis on tax compliance, tax policy, and tax law, publishing our research to improve public understanding of these issues. We are independent of any political party.

ROLE AND RESPONSIBILITIES: We are seeking a Research and Communications officer to join our small team.

As a small organisation, roles are fluid, and everyone is expected to step in to assist as and when they can. Daily tasks revolve around three core responsibilities – research, admin, and outreach.

- Develop **research** from initial concept to finished product – you will receive direction from the Director, and are then to collate initial research, assess the collated material, and process it, creating reports ranging one to ten pages. This is done with a constant feedback loop amongst the team. Research ranges from short, reactive takes on policy developments, to deep-dive investigative work.
- Assist with **administrative** tasks, including management of TaxWatch's website, as well as managing internal TaxWatch databases.
- **Outreach** work – using our social media and newsletter to help increase our reach, liaising with other organisations, journalists, politicians and government bodies.

JOB REQUIREMENTS:

ESSENTIAL:

- Critical thinking and a curious mindset.
- Ability to work remotely while working co-operatively with wider team.
- Self motivated. Able to successfully manage own time, work, and hit deadlines.
- Strong writing capability. TaxWatch is an organisation that places a high priority on efficient and effective writing. Research must be clear, accurate and to the point.

DESIRABLE

- Knowledge of tax issues, particularly with regards to policy and enforcement.
- Experience of managing events – seminars, workshops, discussions etc.

- Experience of using Wordpress for website management.
- A familiarity with numbers and corporate accounting.

HOW TO APPLY: CV (no more than two pages), and covering letter (one page), to be emailed to Alex Dunnagan at alex@taxwatchuk.org. A short 1hr writing exercise will be emailed to successful applicants at an agreed upon time in the week prior to interview.

CLOSING DATE: 1700hrs, Friday 12 August 2022.

INTERVIEWS: Date and location tbc. Likely week commencing Monday 19 September in Reading.