

Research Assistant

Salary	£26,549 to £28,142
Pension	Up to 7% employer pension contribution
Holiday	30 days per year plus bank holidays
Duration	12 month development contract, with chance of subsequent permanent role
Hours	10am to 6pm, Monday to Friday (flexible working available – see below)
Location	Central London

About the post

The Fabian Society is recruiting for a Research Assistant to work in our small but impactful research team. The role will focus on supporting our new Fabian Housing Centre, as well as wider projects across the research team. This development role is a fantastic opportunity to develop your skills and to build your career in research and policy.

The organisation

The Fabian Society is the UK's oldest political think tank. We have been shaping and influencing politics and public policy for 141 years. The Society is affiliated to the Labour party, but we are editorially and organisationally independent. We are a democratic membership society with over 6,000 members. You can find out more about us on our website: <https://fabians.org.uk/about-us/>

One year into a Labour government, the Fabian Society is at the heart of politics and policy making in the UK. We are working closely with ministers and thinkers on the left to shape current policymaking, as well as developing a pipeline of new ideas.

Our staff team of 12 conducts research, hosts high-profile events, commissions essays and articles, and facilitates members' political debate and activism across the UK. The Society's offices are in Westminster, central London.

We recently launched the Fabian Housing Centre, a major multi-year research and policy programme which will explore how we can deliver on the government's ambitious housing commitments and tackle the housing crisis.

The research team

The research team consists of four people including the Deputy General Secretary. We focus on the key areas of public policy and politics where our research can be of value to policy makers. This currently includes housing, employment rights, social security, skills, social care, early years, digital and tech policy, regional inequality and devolution, and political strategy.

The role

We are seeking to hire a Research Assistant on a 12 month development contract, to support the new Fabian Housing Centre.

You will undertake a wide range of activities, and contribute to the development of high-quality research reports, working closely with our Research Manager and Head of the Fabian Housing Centre.

We pride ourselves on providing opportunities for development and progression. This is a development role, which will involve both on- and off-the-job training opportunities. Following completion of the development role, we aim to offer a permanent role.

Inclusion and flexibility

The Fabian Society is strongly committed to equality, diversity and inclusion. We value the varying perspectives that people with different identities and backgrounds can contribute. We encourage applications from people who have backgrounds, lived experiences and identities that are under-represented in political research – women, disabled people, people from minority ethnic or working-class backgrounds, LGBTQ+ people, and people not based in London.

Location and flexible working

We are a UK-wide organisation and believe policy research is too London-centric. We welcome and encourage applications from people who don't live in commuting distance of London, although visits to London will be expected at least twice a month.

We welcome applications to work flexibly from the outset. This could mean requesting non-standard or part-time hours to support family-friendly working. Flexible working options can be discussed at interview stage, but feel free to get in touch before applying if you have any questions.

Job Description

July 2025

Principal duties

1. To conduct research, including literature reviews; data analysis; interviews and focus groups; and policy analysis and development.
2. To support with writing parts of research and policy reports
3. To support with organising research roundtables, workshops and launch events;
4. To support with communicating research, including developing social media content and disseminating reports;
5. To coordinate the advisory group for the Fabian Housing Centre. This includes arranging, preparing for, supporting and following-up on meetings;
6. To support with fundraising, including identifying project ideas, helping develop research proposals and identifying potential funders.

Other duties

7. To contribute to the intellectual and organisational development of the research team and the wider work of the Society.
8. To support colleagues to develop, programme and deliver Fabian Society events.
9. To undertake other relevant duties where required by the Deputy General Secretary or General Secretary.

Person Specification

1. Experience of undertaking research, either in an academic or professional environment (essential)
2. Good knowledge of research methods, with strong quantitative and/or qualitative research skills (essential)
3. Good written and oral communications skills, with experience of presenting complex information to a range of audiences (essential)
4. Good IT skills, with experience of using Microsoft Office programmes (essential)
5. Good interpersonal skills, with the ability to work effectively with colleagues and stakeholders (essential)
6. Experience of managing projects and working independently with limited supervision (essential)
7. Sympathy with the aims and values of the Fabian Society (essential)
8. *Good knowledge of housing policy (desirable)*
9. *Experience of organising and delivering events (desirable)*

Conditions and benefits

Salary	£26,549 to £28,142
Pension	Employer pension contribution: <ul style="list-style-type: none">• 7% when employee contribution is 7% or more• 6% when employee contribution is 5% or more• 5% when employee contribution is 3% or more
Holidays	30 days plus public holidays (3 days to be taken between Christmas and New Year)
Normal hours	35-hour week, 1 hour unpaid lunchbreak, normal hours 10am to 6pm, Monday to Friday
Location	Westminster, central London
Flexible working	We will consider proposals for flexible working during recruitment. The right to request flexible working arrangements, such as part time working, term time working, home working, is open to all staff
Other benefits	Free membership of the Fabian Society; cycle to work scheme; season ticket loan; give as you earn; additional leave purchase; sickness, maternity, paternity, and adoption pay above statutory minimum
Training	Right to request financial support and/or paid time off for study towards relevant professional qualifications
Trade union	Recognised trade union

You will be asked to work at evenings and weekends from time to time, due to the nature of the position's responsibilities and the Society's work. All staff are asked to work out of hours on the day of Saturday conferences and during the week of Labour party conference. Exceptions to this policy can be negotiated as part of our support for flexible working. When you work additional hours, you will be able to take time off in lieu (TOIL) subject to our TOIL policy and with the agreement of your line manager.

To apply

Written application

To apply, you should email the following, **combined in a single word document**:

1. A supporting statement, of no more than 1000 words outlining how you meet each attribute of the person specification in turn. Please use these attributes as headings for your statement, giving specific examples of how you meet each of these.
2. Your CV, including employment experience, voluntary experience, education, qualifications and relevant training.

You are also requested to complete an equality and diversity monitoring form. This should not include your name, it will be separated from your application and used only to review the overall profile of applicants.

Your application should be sent by email to recruitment@fabians.org.uk by **midday on 22 August**.

Please also note where you saw the job advertised in your email.

For more information, contact: Bradley Young, bradley.young@fabians.org.uk, 020 7227 4903

Interview process

Shortlisted candidates will be invited to a panel interview. These are due to take place on in the first week in September. We will also ask you submit an example of writing beforehand.

We do not plan to hold a second stage of interviews. Full details will be provided to shortlisted candidates – including advance notice of interview questions.

Please ask regarding flexibility or accessibility requirements. We will be happy to accommodate reasonable requests and this will not affect your application in any way.