



Job description and person specification for: Head of Research and Training

Organisation: Transport for All

Location: Remote, flexible

Salary: £44,100 per annum (if full time)

Terms: 28 or 35 hours per week. Open to flexible working arrangements. Initial one-year fixed term contract with strong potential to extend.

Reports to: CEO

Manages: Consultancy and Training Manager, Research Lead, Associate Trainers

About the role

Transport for All is looking for a Head of Research and Training to lead on a key element of our five-year strategy, Justice in Practice: where disabled people's lived experience is meaningfully embedded, appropriately compensated, and responded to in the transport sector and beyond. We have a [bold plan](#) for the next five years, and need someone who can support the team to deliver [in line with our values](#).

As a member of the leadership team, you'll secure funding for and lead delivery of our own research projects, and research projects with the transport industry, academia, charities and other organisations. You'll lead a unique, disabled-led research and training team who are dedicated to removing barriers to transport for disabled people. This isn't about gathering yet more evidence of the barriers we face to transport – it's about responding to the lived experience of our diverse community and using research and training to drive change.

Recent projects including collaborating with Sustrans on the Disabled Citizens Inquiry into Walking and Wheeling, facilitating product testing by disabled people of an external organisation's app for planning barrier-free walking, wheeling and cycling routes, and grant-funded research into removing barriers to accessing transport concessionary schemes. You'll also lead and develop our Disability Equality Training offering – disabled-led training sessions for transport practitioners that lead to a culture change in the sector.

This is a new role, and the post holder will have opportunities to shape the parameters and ways of working of the role – and the wider organisation – to aid delivery of the strategy. As a result, please note that the role is not limited to the elements included here, but has scope to evolve.

Key responsibilities

1. Department leadership

- Design and oversee delivery of Transport for All's internal research, training services, and research with external organisations
- Through leading proposals and bids, and securing training work, obtain sustained funding for the team's work
- Set and report on progress measures against objectives and impact
- Lead, motivate, and support the Research team and Associate Trainers
- Maintain oversight of the department's budget
- Provide advice to the CEO and Board on topics that impact the charity, including emerging issues and opportunities
- Play a core role in Transport for All's senior team, contributing to setting direction and supporting delivery of objectives
- Work closely with colleagues to increase Transport for All's impact, reputation, and reach as a national organisation
- Ensure Transport for All's programmes are delivered ethically and in line with data protection, safeguarding and all other relevant guidance and legislation

2. Research

- Oversee the development, delivery and reporting of Transport for All's research projects, and external research consultancy projects with other organisations
- Support the team to manage a portfolio of research and consultancy projects, taking a co-production approach
- Oversee delivery of high quality qualitative and quantitative data collection and analysis
- Ensure findings and themes are presented in clear and accessible formats to a high standard
- Identify and remove barriers to participation for disabled people in our research
- Ensure close working with the Policy, Public Affairs and Campaigns team to ensure research is filling gaps in knowledge and is used to make change
- Report on progress and risks of projects, taking action to identify and mitigate risks
- Ensure meaningful engagement of disabled people in the design and delivery of research and consultancy, working with Communications and Engagement colleagues to ensure Transport for All members are supported to be involved
- Work with colleagues across the organisation to identify and develop processes around co-production and engagement to achieve good practice
- Ensure our co-production work is delivered ethically and in line with data protection, safeguarding and all other relevant guidance and legislation
- Share findings and good practice methodologies to external audiences through conferences, webinars and articles

3. Training

- Oversee the coordination of Associate Trainers so they are supported to design and deliver effective training sessions and programmes
- Ensure training materials reflect up to date good practice on topics from co-production to the social model of disability
- Develop evaluation processes for training to ensure it is making a positive and lasting impact on transport practice
- Work with Communications colleagues to ensure the training programme is promoted externally
- Ensure training sessions are delivered in clear and accessible formats to a high standard, and that Associates' access requirements are met throughout

4. Development

- Lead development of research, training and consultancy as an income stream, for example overseeing or delivering the preparation of proposals, leading pitches and scoping programme budgets
- Work with the CEO to secure funding for the team's activities into the longer term to enable us to deliver an inclusive, disabled-led research function
- Lead on identifying new business opportunities, including new training products or services
- Build and maintain good relationships with a range of key stakeholders
- Develop our Associate Trainer network and support systems in collaboration with colleagues

5. Additional duties

- Undertake any other tasks, duties, or projects which may arise from time to time, in line with the general level of this post and as instructed by the CEO
- Undertake occasional evening and weekend work as required
- Line manage and supervise contractors and staff members as required
- Follow Transport for All's staff policies and work in line with our values

Person specification

| Experience | Essential | Desirable |
|---|------------------|------------------|
| Proven experience in a similar or related role, either through employment, volunteering, or personal activism | X | |
| Experience of setting SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals and targets, and taking action to achieve them | X | |
| Experience of writing research proposals or funding bids | X | |
| Experience of quantitative and qualitative research methods and understanding of their limitations, including participatory research, surveys, and focus groups | X | |
| Experience of managing budgets and financial forecasting | X | |
| Experience of working in a senior leadership role | | X |
| Direct lived experience of disability | | X |
| Skills and Knowledge | Essential | Desirable |
| Willingness to acquire an in-depth knowledge of the transport experiences of disabled people | X | |
| Knowledge of the strengths and application of techniques for data analysis, and tools to communicate findings accessibly via reports, presentations, and data visualisation | X | |
| Familiarity with user-involvement, participatory research, and co-production, including an understanding of barriers to research participation for disabled people | X | |
| Knowledge of best practice and legislation governing research, data protection, and safeguarding | X | |
| Excellent organisational skills and ability to prioritise | X | |
| A proactive approach to identifying risks and opportunities and delivering creative solutions | X | |
| Good IT skills, experience of using Microsoft Office | X | |
| High level engagement skills and a track record of building and maintaining productive, collaborative relationships | X | |
| Excellent teamworking skills, with the ability to work flexibly and collaboratively across all levels of the organisation | X | |
| Knowledge of inclusive, pan-impairment design, via National Register of Access Consultants membership or other means | | X |
| Leadership and team or line management skills | | X |
| Values | Essential | Desirable |
| Commitment to equality, diversity, and inclusion | X | |
| Commitment to using the Social Model of Disability in work | X | |
| Commitment to upholding ethical standards in research practices, including honesty, transparency, and integrity in data collection, analysis, and reporting | X | |
| Commitment to learning and professional development, staying informed about emerging research trends, methodologies, and best practices | X | |