

INFORMATION PACK FOR CANDIDATES



Our Vision

Research and knowledge at the heart of development

Our Mission

To support individuals and institutions to produce, share and use research and knowledge, which can transform lives





1. Introduction

INASP is a UK registered charity, established in 1992 and funded by a range of government and institutional donors. We have 24 staff based in Oxford and London, and currently work in more than 25 countries in Africa, Asia and Latin America.

2. Our work

Research and knowledge at the heart of development

At INASP, we believe that research and knowledge have a crucial role to play in addressing global challenges and contributing to the achievement of the Sustainable Development Goals (SDGs). To realize this potential, we work in partnership to strengthen the capacity of individuals and institutions to produce, share and use research and knowledge in support of national development.

INASP promotes equity by actively addressing the needs of both men and women across all our work and addressing issues of power within the research and knowledge system.

Our approach is based on the following pillars: capacity development, convening, influencing, learning and working in partnership. These pillars are core to our offer and are central to our identity as a catalyst for change at the individual, institutional, inter-personal and environmental level.

Capacity Development

Sustainability is core to all that we do. We develop local capacity to support the production, sharing and use of research and knowledge in developing countries. We believe that good capacity development enables individuals and institutions to independently and sustainably work towards their desired changes in policy and practice, beyond the life of a project.

We are committed to genuine collaboration with Southern institutions. We work together to define the problem, identify the most appropriate solutions, deliver the project, and to evaluate and communicate what we've learnt.

We use a wide range of capacity development approaches, tailored to the needs of our partners and targeting different levels of change at the individual, organisational and environmental level.

We have a strong focus on learning and disseminating what works, promoting South-to-South learning, mentoring and institutional pairing, as well as online learning and using blended approaches to training. Our core expertise is in providing skills development for key actors in the research and knowledge system: researchers, ICT staff, journal editors, librarians, parliamentarians and government policymakers.

Convening

We promote collaboration and co-creation by bringing together different partners involved in the production and use of knowledge for national development in order to: collectively identify problems and design solutions; create opportunities for meaningful dialogue; and to facilitate change by building peer networks and connecting partners.

We have a strong track record of promoting collaborative working and developing communities of practice. We are continually improving our capabilities and methodologies, in order to develop more appropriate and responsive approaches that reflect the context in which our partners work.



Influencing

Achieving change means influencing those with power, locally and internationally, as well as developing capacity. Together with our partners, we work to influence debates and to offer new thinking on a range of issues. We help policymakers and practitioners to see the value that research and knowledge can bring to their work as well as offering practical ways of making better use of it.

We also advocate for more equitable research partnerships and Southern-led research agendas to ensure that research is relevant to and grounded in understanding of local needs and contexts.

Learning

Learning is at the heart of our work. We believe that adaptive approaches to programme design and delivery are vital to enable us to shape our work to local contexts and the changing needs of our partners. Our adaptive approach is underpinned by a commitment to continual learning from our own practice and that of our partners.

We design and embed Monitoring & Evaluation frameworks at the point of programme conceptualization to generate robust evidence and learning to inform ongoing programme development. We are committed to facilitating and sharing this learning within INASP, between partners and with the wider sector, and we support learning of other organizations.

Partnership

Working in partnership is fundamental to INASP's approach and underlies our capacity development, convening and influencing work. We believe in investing in long-term relationships to build trust and promote ownership amongst local partners through an inclusive, participatory approach. We are committed to strong and collaborative partnerships, coupled with determination to listen to and learn from Southern partners. This means respecting and enabling local leadership, understanding local contexts and continually improving our capabilities and methodologies.

The INASP strategy 2016-2020 has been produced as a guide to focus our activities over the period and to stimulate others to join us in achieving our vision. See www.inasp.info/strategy for more information.



3. Our Values

Respect

We respect each other, our partners, beneficiaries and supporters, and recognize the innate worth of all people and the value of diversity; as such we will respect the reputation of INASP and treat others with respect and courtesy.

Integrity

We aspire to work to the highest standards of personal honesty and behaviour, and we will not compromise our reputation and will not place ourselves under any obligation, financial or otherwise to a person or organization that may influence our decisions or actions.

Openness and Transparency

We are fair and open, and accountable for decisions and actions.

Commitment

We go the extra mile to ensure the work that we do contributes to long-term sustainable development.

Participation

We are committed to working with others, and work in partnership with individuals, institutions and networks to achieve shared goals.

Valuing our Staff

We are committed to staff wellbeing, creating a positive working environment and investing in staff development.



4. Job application process

Candidates should make an application by email and should include:

1. A full CV
2. A personal statement of no more than 2 sides of A4 outlining how you meet the essential and/or desirable criteria in the job description and what you would bring to the role
3. Details of your right to work in the UK: either
 - a) UK/EEA/Swiss citizen (except Croatian nationals who require ARC documentation); or
 - b) details of work permit /visa.
4. Where you saw the job advert

Applications will only be considered if they provide all the above. This information will be the primary source of information for the short listing of candidates for interview. It is recommended that you read the information provided in the Job Description to help you complete your application process.

These documents should be sent as email attachments to INASP jobs: jobs@inasp.info using the following naming convention:

Surname-firstname-cv.file extension (e.g. blogs-jane-cv.pdf)

Surname-firstname-statement.file extension (e.g. blogs-jane-statement.pdf)

Selection process

The personal statement will be assessed by the interview panel to obtain a short list of candidates. Shortlisted candidates will be contacted by email detailing the interview time and date; this will normally be within a week. This information will be included in the job advert so please note the dates for future reference.

Unfortunately, due to the high volume of applicants in past job applications we are only able to contact shortlisted candidates. If you do not hear from INASP within two weeks of the closing date you have not been shortlisted.

References

Any job offer of employment is subject to satisfactory references from your previous employers.

5. Terms of employment

Probationary period

Confirmation of appointments of all new employees will be subject to satisfactory completion of a probation period. This will normally be for six months. During this period, you will be provided with an induction, training and support to assist you in fulfilling your potential. In certain circumstances this period may be extended.

Hours of work

The normal working hours are 35 hours a week for full time staff and a full time working day is 7 hours, Monday to Friday – 9am – 5pm (with 1-hour lunch break)

INASP operates a system of flexible start and end of day times. Normal hours of work should be taken at your selected time between 07.00 and 19.00. At the beginning of your employment you will be asked to state the times at which you would prefer to work on a regular basis. We reserve the right to amend these hours to suit the needs of the organisation.



Induction and ongoing staff development

All new employees will be given an induction to enable them to integrate into the role and understand the organisation. An induction plan for all new staff is developed when a job offer has been accepted and the confirmation of appointment has been made. This will often be conducted over a two week to three-week period.

All staff will be supported in achieving their full potential and career development through the annual staff development review process and regular individual supervision with your line manager. INASP is committed to ensuring that staff have core skills and competencies to fulfil their role and will be offered the opportunity to attend on-going training, as well as internal and external courses where necessary.

Salary and Method of Payment

All salaries are paid monthly in arrears on or before the 25th of each month by direct credit transfer, (or the working day before the 25th if the day falls on a weekend or bank holiday). INASP salaries are reviewed annually and are at the discretion of the Executive Director. Any increase is awarded with effect from January 1st except where an employee is within their probationary period when it will be reviewed at the end of the probationary period.

Sick leave

All staff are entitled to contractual sick pay, eligibility requires compliance with INASP's sickness notification.

Non-smoking offices

Smoking is not allowed in any part of the building.

Diversity

INASP is committed to creating an inclusive working environment, promoting and providing equal opportunities in employment, respecting diversity and avoiding unlawful discrimination at recruitment and during employment. We welcome applications from all suitably qualified individuals regardless of their race, gender identity, biological sex, disability, religion/belief, sexual orientation or age.

Data Protection

As part of your application to work for INASP you will share some personal information with us, like your name, address, telephone number and email address. We will only use that information to process your application and to monitor recruitment statistics. We will not share it with any third parties without your permission.

Personal information about unsuccessful candidates will be held securely for 60 days after the recruitment exercise has been completed, it will then be destroyed or deleted. We retain de-personalised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

If you are subsequently employed by INASP, we will compile a file relating to your employment. The information contained in it will be kept secure and will only be used for purposes directly relevant to your employment. Once your employment with INASP has ended we will retain your file for 6 years in accordance with our retention schedule and then delete it.

For further information see our full Privacy Policy



6. Employee Benefits

The People

Working alongside our passionate and dedicated staff (<https://www.inasp.info/about/staff>) is one of the main attractions of working at INASP. Staff are experts in their field and INASP holds regular learning sessions on topics of interest for all staff where internal knowledge is shared.

Pay and Pension

- Competitive rates of pay
- Annual salary reviews (at the discretion of the Executive Director)
- Defined Contribution Pension Scheme – INASP will contribute 8% of your current gross salary, with employee contributions voluntary

Competitive Benefits Package

Health and Wellbeing Benefits

- Group Income Protection insurance
- Death in service scheme

Family Friendly Benefits

- Maternity, adoption and paternity leave

Travel Benefits

- Interest free Season ticket loan
- Travel insurance for work-related travel
- Vaccinations and security training for work-related travel

Work-Life Balance

- 25 days annual leave rising to 30 after five years. Part time staff will receive the same holiday entitlements on a pro rata basis. New employees are entitled to annual leave calculated pro rata on the number of completed months' service. This is exclusive of bank holidays.
- Flexible working
- Time off in lieu
- Aviva Employee Assistance Programme

Professional Development

- Relevant professional membership
- Funding for external training
- Overseas travel (if required)

Office Location and Facilities

- Centrally located – approx. 15 mins walk from Oxford Station with many bus links nearby
- Showers on site
- Cycle racks
- Well-equipped kitchen
- Spacious offices and desks



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- Reputable local nurseries within walking distance

Organised Social Activities

- Summer and Christmas parties
- Book club
- On-site massage

For more details please go to our website: <http://www.inasp.info/>