

KEY FACTS

Application closing date:	5 March 2018
Start date:	April 2018
Reports to:	Director, Tax Justice and Human Rights
Contract:	Permanent
Hours:	Full time (37.5 hours per week)
Salary:	£30,000
Location:	Home-based (anywhere in the world)

ORGANISATION

The Tax Justice Network (TJN) is an independent international network, launched in 2003. It is dedicated to high-level research, analysis and advocacy in the area of international tax and financial regulation, including the role of tax havens. TJN maps, analyses and explains the harmful impacts of tax evasion, tax avoidance and tax competition; and supports the engagement of citizens, civil society organisations and policymakers with the aim of a more just tax system. TJN pursues systemic changes that address the international inequality in the distribution of taxing rights between countries; the national inequalities – including gender inequalities – that arise from poor tax policies; and the national and international obstacles to progressive national tax policies and effective financial regulation. We are not aligned to any political party. TJN is a virtual organisation, with staff working from home across multiple countries and continents.

ROLE DESCRIPTION

This new post is created to provide research and advocacy capacity in support of our strategic work programmes: Tax Justice & Human Rights, Scale of Tax Injustice, Race to the Bottom, and Financial Secrecy. The post holder will contribute to the development of research briefs, undertake desk-based research in preparation for the publication of reports and briefings, and contribute to high-level advocacy activities. He or she will play a key role in supporting collaboration, thematic synergies and crosscutting communications between strategic programmes, and will from time to time provide logistical support for research and advocacy events.

KEY RESPONSIBILITIES

Research

- Contribute to research programmes and related projects on data analysis
- Collect, compare and review existing data related to a range of research projects
- Record monitoring and evaluation data
- Undertake literature reviews
- Undertake supported desk-based research to feed into data collection, evaluation and interpretation
- Contribute to the development of informal research contacts and networks with universities and think tanks, feeding into TJN research projects
- Support collaborative research and advocacy work with Open Data for Tax Justice (OD4TJ)
- Alert TJN directors to relevant risks and difficulties (be they strategic, financial or 'political')
- Participate in the strategic development of TJN research projects

Advocacy and networking

- Build and strengthen cooperation with research institutions, and support advocacy and campaign communities working on relevant issues (such as human rights, gender and open data)
- Support and coordinate advocacy and campaign communities within existing networks and within 'emerging' partner organisations
- Work with the TJN communications team to strengthen the profile of TJN's research work, and support them with answering media requests and contributing to the blog and social media
- Represent TJN at seminars, conferences and other relevant events
- Contribute to the development of thematic media networks, including journalists, bloggers and writers
- Use advocacy and networking opportunities to engage with media contacts

Logistics and operations

- Support the production of research events, including seminars and TJN's annual research conference
- Assist in the production of project bid support documentation and funder contracts
- Work with colleagues to develop financial plans and budgets for research and project bids
- Attend and contribute to TJN core team meetings as and when required
- Engage with professional development opportunities as they arise

PERSON SPECIFICATION

Knowledge, qualifications and experience

- **Education** / Postgraduate degree in a relevant discipline, with proven research skills
- **Career** / At least five years' post-graduate experience working in a relevant field
- **Collaboration** / Experience of working supportively and effectively as part of a team
- **Adaptability** / Experience of finding ways to deal with unexpected opportunities and challenges
- **Resourcefulness** / Experience of achieving results with limited financial and human resources

Skills

- **Research** / You will need analytical skills and experience of literature reviews, surveys and desk research
- **Communications** / You must be able to communicate accurately and succinctly, in person and in writing
- **Delivery** / You will need to be able to cope with a large, complicated and varied workload, working quickly and efficiently without sacrificing the quality of the results, and planning and prioritising effectively
- **Administration** / You will need experience of managing and administering projects, and related skills including proficiency with desktop and web-based IT software

Attributes

- Commitment to equality and valuing of diversity, and understanding of how both apply to the work
- Commitment to the aims and charitable objectives of the Tax Justice Network
- Proficiency in other languages than English (desirable)
- Willingness to undertake international travel (desirable)

HOW TO APPLY

Please upload a CV and answer a series of questions (addressing the skills listed in the person specification as well as your motivation) at <https://airtable.com/shr4vOlpfnlad23Te> by 5 March 2018 at 23.59 GMT.