

Dear Colleague,

## Employment Law Researcher/Writer

Thank you for your interest in the above post. I enclose:

- a job description, person specification and brief description of the work of the Labour Research Department (LRD);
- an application form together with sheet for supporting statement; and
- an equal opportunity monitoring form.

I would encourage applicants to complete the application form addressing themselves in particular to the points in the person specification. This job pack and application form is supplied in Word.

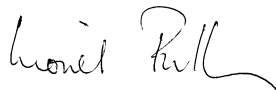
**Please do not send in a standard CV.**

I hope you will complete and return the equal opportunities monitoring form. This will assist us in checking that our recruitment methods conform to equal opportunities guidelines. The LRD is committed to equality and diversity and positively welcomes applications from all sections of the community.

**Completed applications should reach us by 5pm on Friday, 31 July 2026**

Interviews will normally be held in person in London. However, the LRD offices are not wheelchair accessible, so other options will be made available where necessary.

Yours sincerely



Lionel Fulton  
Secretary

## Employment Law Researcher/ Writer

**Employer:** Labour Research Department (LRD)

**Location:** London/hybrid working

**Salary:** £36,230 pro rata for 28 hours per week (FTE £43,994) with a 3% increase after 2 years + 10% pension contribution and benefits

**Contract:** Permanent, 28 hours a week, 4 days a week (days negotiable)

### About the Labour Research Department

The Labour Research Department (LRD) is an independent research organisation delivering a wide range of publications and services to trade unions and trade unionists. Its income comes from the sale of its publications; affiliation fees paid by unions and commissioned research.

For further details about the work of the Labour Research Department visit [www.lrd.org.uk](http://www.lrd.org.uk).

### Pay and conditions

- There is a six-month probationary period for new starters.
- Normal office hours are Monday to Friday (34 hours), and within this LRD offers a range of flexible working options, including hybrid working.
- Holidays are six weeks per year (pro-rata). There is also a Christmas shut down, not counted as holiday.
- There is a generous childcare allowance for those who pay for childcare.
- There is a season ticket/cycle purchase loan scheme.
- The Labour Research Department contributes 10% of salary to a personal or stakeholder pension.

## About the job

We are looking for an employment law researcher/writer to research, analyse and write about developments in employment law and workplace rights for a specialist trade union audience. The appointee will need to have an excellent knowledge of UK employment law, a commitment to workers' rights, equality and collective organisation and an ability to write for, and present to, audiences at different levels of the movement.

## Job description

### Purpose of the job

To research, analyse and write accessible, authoritative material on employment law and workplace rights for trade union audiences, and to contribute to LRD's wider research, training and engagement with union reps and activists.

The work will require the successful applicant to:

- monitor developments in UK employment law, including case law and workplace rights;
- research and write material for LRD publications, including Law at Work and other legal guides and handbooks, and journals Labour Research and Workplace Report.
- explain complex legal and industrial relations issues clearly and accurately for trade union audiences;
- produce online legal updates, news stories and blogs;
- research wider workplace issues linked to pay, equality, bargaining and conditions at work;
- undertake commissioned research projects on employment law and industrial relations topics;
- respond to enquiries from affiliated unions on employment law and related issues;
- plan and deliver workshops, seminars and webinars for trade union audiences;
- contribute to conferences, fringe meetings and training events;
- represent the organisation externally, helping promote LRD as a trusted source of expertise on employment law issues.

### Team and organisational contribution

You will be working with our existing Employment Law Researcher/Writer and a small team of freelance writers and will be expected to:

- participate fully in collective meetings and contribute to the shared work of LRD;
- work collaboratively with colleagues across editorial, research and promotion functions;
- contribute ideas for new areas of research, publications and online services;
- undertake additional duties consistent with the role and organisational needs;
- work in line with LRD's commitment to equality, collective working and the aims of the trade union movement.

## **Pay and conditions**

The salary for the role will be £36,230 (FTE £43,994). There will be a 3% pay increase after 2 years' service, in addition to any annual pay increase. The position will be subject to a six-month probationary period.

Other terms and conditions include:

- a 10% employer pension contribution;
- six weeks' annual leave (pro rata) plus office closure between Christmas and New Year;
- hybrid working arrangements;
- childcare allowance of £133.47 per month per child for eligible staff;
- generous dependency leave.

## **Person specification**

### **Essential and Desirable Skills, Knowledge and Experience**

#### **Employment law knowledge**

- Excellent knowledge of UK collective and individual employment law.
- A strong understanding of developments in industrial relations and workplace rights.
- An understanding of the practical application of employment law.
- Experience of employment law casework or advising on workplace issues (desirable)
- Knowledge of wider workplace issues including equality, pay and bargaining (desirable).

#### **Research and analytical skills**

- Strong research and analytical skills, including the ability to interpret complex legal and policy information.
- The ability to create information from multiple sources and present it clearly and accurately.

#### **Writing and communication**

- Excellent writing skills.
- The ability to communicate complex legal issues in a clear, concise and accessible way for non-specialist audiences.
- Experience of producing high-quality written work to deadline.
- Experience of writing for publication (desirable).
- Experience of writing for trade union, campaigning, legal or professional audiences (desirable).
- Strong verbal communication and presentation skills.
- Ability to facilitate discussions, workshops or training sessions.
- Experience of developing and delivering training, workshops or webinars (desirable).

#### **Organisation and working style**

- The ability to manage competing priorities and work to multiple deadlines.

- The ability to work independently and use initiative.
- The ability to work collaboratively as part of a small team and contribute to collective decision-making.
- A flexible approach to work and willingness to undertake a range of responsibilities.

**Trade union and values commitment**

- An understanding of trade unions, collective bargaining and workplace organising.
- Commitment to the aims and values of the labour and trade union movement.
- Commitment to equality and workers' rights.



**Labour Research Department**

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www.lrd.org.uk

## Vacancy for post of Employment Law Researcher/Writer (28 hours a week) Application form

The Labour Research Department welcomes applications from all sections of the community regardless of age, race, sex, disability, marital status, sexual orientation, gender identity or religious belief.

A separate equality and diversity monitoring form accompanies this application form. Both should be returned by the closing date, **5pm on Friday 31 July 2026**

Information submitted on this application form will be processed and stored for the purpose of this appointment.

The completed application form, monitoring form and supporting statement should be emailed to [info@lrd.org.uk](mailto:info@lrd.org.uk)

### (1) Personal details

#### Name

Surname		Initials	
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Address	
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#### Telephones

Daytime		Mobile	
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Email	
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Do you have the right to work in the UK?	Yes/No
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**(2) Current or most recent employment**

Please use the space below

<b>Employer</b>	
<b>Job title</b>	
<b>Dates employed (from/to)</b>	

**Summary of main duties and responsibilities in your current or most recent job**

**(3) Previous employment** (beginning with most recent)

*Continue on an additional sheet if necessary*

<b>Dates from/to</b>	<b>Employer</b>	<b>Post held/main duties</b>


**(4) Relevant education/training/qualifications**

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**(5) Referees: names, addresses and telephone numbers of two referees, one of whom should be a current or most recent employer.**

(Please indicate if you wish us to contact you before approaching either of your referees)

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**(6) Supporting statement**

Please use the following space to write a concise supporting statement giving examples of how your experience, skills, knowledge and training meet the requirements of the post (you can use the criteria of the person specification as headings).

***Continue on an additional sheet if necessary***

## Equality and diversity monitoring form

### Vacancy for the post of Employment Law Researcher/Writer

The Labour Research Department welcomes applications from all sections of the community regardless of sex, age, race, nationality, ethnic or national origins, marital status, sexual orientation or disability.

We ask applicants to complete this form to assist us in checking that our recruitment methods conform to equal opportunity guidelines, but filling in this form is voluntary. The information will not be used as part of the shortlisting or selection process.

**Please submit this form to LRD with your application form.**

### Race and ethnic origin

Please tick the box from the descriptions of race/ethnic origin below that you believe most accurately describes you.

White – English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>	Gypsy or Irish Traveller	<input type="checkbox"/>
White - Irish	<input type="checkbox"/>	Arab	<input type="checkbox"/>
White – other background	<input type="checkbox"/>	Mixed - White and Black Caribbean	<input type="checkbox"/>
Black - Caribbean	<input type="checkbox"/>	Mixed - White and Asian	<input type="checkbox"/>
Black - African	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>
Black - Other	<input type="checkbox"/>	Mixed – other mixed/multiple ethnic	<input type="checkbox"/>
Asian – Indian	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>
Asian - Bangladeshi	<input type="checkbox"/>		
Asian - Pakistani	<input type="checkbox"/>		
Asian - Chinese	<input type="checkbox"/>		
Asian - Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

## Gender

Male		Female	
Another gender identity		Prefer not to say	

## Do you consider yourself to have a disability?

Yes		No		Prefer not to say	
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## Age

16-24		25-29		30-34		35-39		40-44		45-49	
50-54		55-59		60-64		65+		Prefer not to say			