

Do you want to have an impact on the lives of young people in the UK?

The Education and Employers Charity is looking to recruit a Research Assistant to support a range of research-related activities. The contract will be for 12 months with potential for extension.

To apply: please email CV plus covering letter setting out skills and experience relating to the person specification below. Applications should be sent to: jobs@educationandemployers.org by 10 a.m. on 4 September 2015.

About the Education and Employers Charity

Education and Employers is a registered charity. It is based in Farringdon in central London and launched in 2009. Its mission is to ensure that 'every school and college has an effective partnership with employers to provide its young people with the inspiration, motivation, knowledge, skills and opportunities they need to help them achieve their potential and so to secure the UK's future prosperity'.

The Charity represents a coming together of partners from the public sector, third sector and private sector, all committed to deepening relationships between schools, colleges and employers. In addition to managing an ambitious research programme, the Taskforce runs the delivery programme www.inspiringthefuture.org (which includes Inspiring Women and Primary Futures) which connects thousands of state schools and colleges directly with 23,000+ employers/employee volunteers to support the learning and progression of young people. Since it launched in 2012, hundreds of thousands of young people have engaged with employee volunteers through the programme. For more information, visit: www.educationandemployers.org

Role Profile/Person Specification

Job Title:	Research Assistant
Reports to:	Director of Policy and Research
Location:	Challoner House, 19-21 Clerkenwell Close, London, EC1R 0RR
Position Status:	Team Member – Research Support

Salary range: £23,000 – £26,000

Additional Terms: 30 days paid holiday, exclusive of Statutory Holidays, volunteering allowance of up to 5 days

Appointment Terms: Initially Full Time for 12 months subject to 3 month review with possibility of extension

The Education and Employers Charity has a successful research arm consisting of a small team working with external collaborators. The research team works to deepen understanding of the potential impacts and most effective delivery of employer engagement in education by undertaking original research projects and amplifying well-regarded work in the field. It also undertakes regular external consultancies, hosts research events and works with colleagues to ensure that Charity's programmes are fully informed by research insights. Research undertaken by the Charity secures considerable interest among practitioners, policy makers and researchers in both the UK and internationally. For more information: www.educationandemployers.org/research.

The position available is a key one in a small, busy team with the Director of Policy and Research and a Quantitative Research Analyst. The position provides exceptional opportunity for engagement in high level research projects, including publication, engaging key audiences, including thousands of schools, in a rapidly developing research field.

Overall Purpose of role: Research Assistant

As a key member of a small team, the Research Assistant provides general research support to the Charity, with particular responsibility for the provision of support to the research capability of the organisation. The Research Assistant will ensure the effective management of research projects and communications, participating in research projects.

Key accountabilities: Research Assistant

Research project and programme support information

- Reports to the Director for Policy and Research and provides support to a wide range of research projects for the Charity and its partners
- Undertakes collection and analysis of research findings through application of a variety of methodological tools and techniques, for example:
 - supporting focus group and structured interviews, transcription, survey construction and analysis, literature review and summation

- Contributes, as required and opportunity presents, to the writing and review of drafts of written work for publication – ranging from website contributions to academic publications
- Presents, as agreed, research findings at internal and external events
- Provides, as required, an accurate note-taking responsibility at key meetings of the Charity
- Manages research communications, overseeing:
 - the continuous effective development of the Education and Employers Research web presence
 - the ongoing collation and distribution of the Research e-bulletin
 - the successful development of the Education and Employers Research twitter presence

Research event administration & support

- Takes a lead responsibility (with support within the team) in organising research events, including, but not restricted to the Taskforce research conference, seminars, focus groups, interviews and other meetings.
- Provides proactive management of research events, interviews and meetings, which may include identification of, and liaison with, external contributors.

Other

- Acts as a key member of the Charity's team when representing the Charity at events
- Provides other support and assistance as directed to sustain and develop the wider operation of the Charity

Person Specification

Essential and desired skills and knowledge

A. ESSENTIAL (describe the requirements in the role that must be met by a candidate)

- Strong analytical, written and presentation skills, including some experience of writing successfully for different audiences
- Strong general administrative and organisational skills, including some experience of event management
- Experience of research based activity and methodologies, proficiency in working with research materials

- Experience of working effectively with a wide range of stakeholders including those at senior level and capacity to work effectively within a small team
- Good working knowledge of standard Microsoft Office packages (Word, Outlook, Excel) and capability to manage online communications

B. DESIRABLE (describe the requirements in the role that would be desirable in a candidate)

- Knowledge of public policy making and delivery – in which an interest in, and understanding of, education policy is particularly desirable
- Experience in writing for academic publication
- Knowledge of, and experience in, interpretation of quantitative statistics
- Experience of conference administration
- Transcription experience and/or 50+ wpm typing capability
- Experience of working effectively in a small team
- An ability to develop productive relations with external stakeholders
- Experience of customer relationship management systems, eg Salesforce, and website maintenance packages
- Experience of successfully developing a twitter account

C. Personal Attributes

- Flexible team player
- Confident and adaptable personal style
- Accuracy and attention to detail

Key Accountabilities

Reports to the Director of Policy and Research

Any enquiries about the post can be directed in the first instance to:

rob.mckenzie@educationandemployers.org.
