



SENIOR RESEARCH ASSOCIATE CANDIDATE PACK 2021

**INCLUSIVE
BOARDS**

ROLE OVERVIEW



Job Title: Senior Research Associate

Department/Group: Executive Search

Location: London/Nottingham

Level/Salary Range: £25,000-£30,000

Travel Required: Occasional

Position Type: Full-Time



ABOUT INCLUSIVE BOARDS

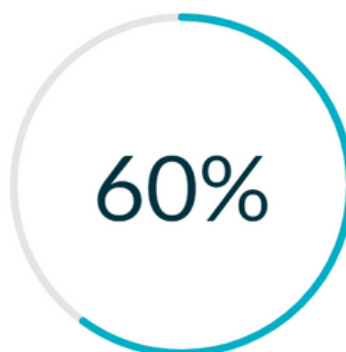
Inclusive Boards began its work in the third sector, supporting some of the UK's largest charities including Amnesty International, Big Lottery, British Red Cross and the Royal National Institute for the Blind (RNIB) with efforts to improve board diversity and develop stronger governance structures.

Today we have a diverse talent pool of over 60,000 professionals and a reach that expands into sectors and communities across the UK. We have worked with over 150 organisations on board and executive appointments in the STEM, sport, not-for-profit and public sectors.

Evidence shows that in order to ensure diversity of thought and experience is present during decision making processes, it's imperative that there's a diverse leadership team. Whether you're just starting to think about inclusion, or you hold mandatory D&I training every year – Inclusive Boards can support and strengthen diversity and inclusion within your organisation.



WE HAVE A NETWORK
OF 60,000 DIVERSE
PROFESSIONALS ACROSS
THE UK.



OVER SIXTY PERCENT
FEMALE.



OVER FIFTY PERCENT
BAME.

OUR MISSION, VISION & VALUES

OUR MISSION

To support sectors, organisations and individuals with efforts to be more inclusive and diverse

OUR VISION

To be the leading diversity search and advisory firm in the UK both by revenue and impact

OUR VALUES

INCLUSION

We are proactive in levelling the playing field and in considering others

COLLABORATION

Together everyone achieves more

RESPONSIBILITY

We take ownership in contributing to our own and other's success

QUALITY

From start to finish in everything that we do

COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

Inclusive Boards is an equal opportunities employer, committed to equal opportunities policies. We welcome applications from all backgrounds so that our board mirrors the community we serve.

We welcome applications from anyone regardless of age, disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.

Inclusive Boards is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or think we could provide, please let us know.

ROLES & RESPONSIBILITIES

The postholder will play a role in aspects of undertaking search activity (50%) and sourcing candidates for searches (50%)

The successful candidate will work with external companies to ensure that the best candidates are selected for their requirements.

Role and Responsibilities - Executive Search

- Responding to internal and external enquiries
- Account lead for clients;
- Forging excellent relationships with clients and candidates;
- Filtering applications, reviewing CVs;
- Vetting candidates, interviewing and assessing skills prior to longlisting and or shortlisting;
- Create an intellectually stimulating recruitment experience for candidates;
- Where applicable, arrange psychometric or other selection specialist services within the shortlisting process;
- Undertake meetings with candidates and clients
- Offer direct support to colleagues
- Ensuring that standards of work are upheld with personal and peers to ensure consistency, quality and compliance;
- To perform any other reasonable duties as directed by line management.

Company Responsibilities

- Leading by example as a role model for Inclusive Boards values and professional standards as an executive search agency and management consultancy;
- Supporting continuous improvement in your own areas of responsibility;
- Assisting with the delivery of business and corporate plans for your area;
- This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

PERSON SPECIFICATION

ESSENTIAL

- Excellent written and oral communication skills, and the ability to communicate clearly and effectively and appropriately to various audiences.
- Ability to think creatively to solve problems
- Ability to build effective working relationships with internal and external stakeholders.
- Collaborative worker and team player
- Skills in analysing evidence and drawing appropriate conclusions.

DESIRABLE

- A degree (preferably a higher degree) in a subject with a significant quantitative element.
- Knowledge of a range of qualitative and quantitative research methodologies
- Experience of working in a sales and/or customer service role
- Experience of working in recruitment
- Experience of working in a research role and performing quantitative and qualitative research using a range of methodologies
- Experience of analysing data from a range of sources
- Experience of dealing with enquiries using a range of communication methods
- (These can be in the context of academic experience as well as work experience)

SPECIAL ATTRIBUTES:

- Exceptional attention to detail with high levels of accuracy

These lists should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

HOW TO APPLY

If you wish to apply for this position, please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. **Please note that the covering letter is an important part of your application and will be assessed as part of your full application.**
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.

If you have any questions or would like to arrange a call to discuss the role please email appointments@inclusiveboards.co.uk or call 0207 267 8369.

Please send your CV and cover letter to appointments@inclusiveboards.co.uk