Job Description: Research & Programmes Associate

Job Title: Research & Programmes Associate
Department: Social Impact Team
Salary Range: £21-25,000 per annum dependent on experience
Position Type: Full Time
Location: Offices are based in Nottingham and London, however flexible working is available

Job Purpose:

The role will act as a Research and Programmes Associate within the Social Impact Team.

The postholder will be responsible for supporting baseline reviews and audits as part of our programmes work as well as wider research initiatives. This includes conducting literature reviews and desktop research, co-ordinating and designing polls, surveys and focus groups, producing written reports, data analysis and administrative support on our programmes. This may include providing support with webinars and workshops, events, diary coordination and the production of programme materials.

Role and Responsibilities:

Research

1. Conduct baseline diversity and inclusion audits
2. Develop questions for surveys, focus groups and polls
3. Quantitative and qualitative data collection and analysis
4. Producing written reports

Programmes

1. Supporting the recruitment and onboarding of participants to our programmes.
2. Undertake administrative tasks such as diary management and responding to queries
3. Promotion of programmes through email marketing, phone calls, social media.
4. Ad hoc support on other Social Impact Team activities when required

Corporate Responsibilities

a) Assisting with the delivery of business and corporate plans for your area;
b) Supporting continuous improvement in your own areas of responsibility;
c) Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated;
d) Ensuring value for money and quality outcomes are achieved in all activities;
e) Being fully aware of and compliant with Inclusive Boards' policies and procedures relevant to your own are of responsibilities and to corporate policies and procedures including the Staff Handbook, GDPR, Cyber Security & Privacy Policies;
f) To use PeopleHR to maintain attendance and other company records including appraisals and personal development documents;
g) Performing any other reasonable duties as directed by line management.

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

Skills/competencies:

Essential

- Methodical and high levels of accuracy and attention to detail
- Ability to produce high-quality written work
- Excellent written and oral communication skills, and the ability to communicate clearly, effectively and appropriately to various audiences
- Calm and professional manner, can use your own initiative
- Tact and discretion for dealing with confidential information
- High levels of integrity, resilience and flexible
- Ability to build effective working relationships with internal and external stakeholders
- Collaborative worker and team player
- Experience with data analysis

Desired

- Logical thinker, problem solver and analytical skills.

Knowledge:

Essential:

- Project-based research - how to conduct a literature review, write a methodology and producing written reports.
- Knowledge of the life-cycle of a project, from development to delivery.

Desired:

- Knowledge and understanding of equality and diversity practices.

Previous Experience:

Essential:

- Research and report writing in a professional capacity.
- Working within multidisciplinary projects / teams.
- Experience of dealing with enquiries using a range of communication methods e.g. emails, telephone, and structured letters.

Desired:

- Experience in dealing with confidential information.
- Experience in working on multi-strand projects.
- Experience in working on development programmes
- Experience in using project management tools and methodologies

Additional

You may be required to evidence the essential criteria in your application, and if successful, at an interview. Additionally, you may also be required to complete online tests, exercises, scenarios and/or psychometric testing. Details of this will be provided if you are successfully shortlisted for an interview.