

## **JOB DESCRIPTION – RESEARCH INTERN**

Location:	Leicester or London
Team:	Research and Development
Line Manager:	Researcher or Senior Researcher
Salary:	£16,835 (Leicester) or £19,624 (London) pro rata per annum (Living Wage)
Contract type:	Fixed term (6 months)

### **MAIN PURPOSE**

The Learning and Work Institute (L&W) is an independent policy and research organisation dedicated to lifelong learning, full employment and inclusion. We are looking for a talented and enthusiastic Research Intern to join our London or Leicester Office. This is a unique opportunity to contribute and gain insight into L&W's high-impact research, policy, and campaigning activity across all areas of our Strategic Plan. You will be responsible for participating in our programme of research, as well as proactively supporting other colleagues across the organisation.

### **DUTIES AND RESPONSIBILITIES**

Your principal duties and responsibilities will be to contribute to L&W's research programme across a range of high-profile and time-critical projects for government, trusts and foundations and other funders. Suitable candidates should demonstrate a commitment to equality and diversity throughout the conduct of their duties.

### **RESEARCH:**

- Assist the L&W research team with qualitative and quantitative data collection and analysis. This may involve review and analysis of national and local data sources, recruitment for qualitative research, conducting depth interviews and focus groups with service users, staff and other stakeholders, and managing and analysing data.
- Carry out literature and evidence reviews, including identifying relevant research evidence, appraising the quality of evidence and writing up key findings.
- Support income generation, in collaboration with other Learning and Work staff, including contributing to the preparation of research proposals.
- Work as part of research project teams and actively participate in project meetings.

- Assist in other tasks to support the work of the research team as required. This will involve some research administration.
- Proof-reading reports, events programmes and marketing material for clarity and accuracy to ensure they meet our high quality standards.
- Demonstrate a commitment to equality of opportunity.

## PERSON SPECIFICATION

	Essential/ Desirable
Degree in a relevant subject (e.g. social sciences, economics, research methods, etc) or equivalent qualifications or experience in a research capacity.	Essential
<b>Skills</b>	
Experience of writing for external publication e.g. websites, reports, newsletters.	Essential
Experience of undertaking qualitative and/or quantitative data collection and analysis	Essential
Accuracy and attention to detail, and ability to show initiative and work independently.	Essential
Excellent understanding of Microsoft Office suite (in particular, Word, Excel and PowerPoint)	Essential
Studying towards / educated to postgraduate level in a related subject	Desirable
<b>Knowledge</b>	
Understanding of a range of research and evaluation methodologies and methods.	Desirable
Understanding and interest in a subject area of relevance to L&W: adult learning, skills and employment policy and/or practice.	Desirable
<b>Experience</b>	
Ability to work to deadline and manage multiple, competing priorities	Essential
Experience of working with vulnerable groups	Desirable
A commitment to the values of Learning and Work Institute	Essential
Qualitative fieldwork experience such as recruiting research participants and conducting interviews.	Desirable

## PROGRESSION OPPORTUNITIES

Our internships provide a variety of experiences and a practical grounding in social research and communications. Although we cannot guarantee further opportunities at L&W, many former interns have gone on to secure further employment within the organisation. Others have gone on to successful careers in research, policy and communications.

## CONDITIONS OF CONTRACT

This is a temporary six-month contract with a possible extension, subject to performance review. Appointee will be eligible for 21 days annual leave (pro rata), plus 6 Grace Days and all bank holidays.

Standard full-time working hours are 37 hour per week. We are open to considering flexible working options if requested.

L&W is not exempt from the Rehabilitation of Offenders Act 1974; however, there are some research projects working with vulnerable people where a DBS check will be required.

We warmly invite applications from young people who have been in care or who have a caring responsibility.

