

JOB DESCRIPTION – RESEARCH INTERN

Location:	Leicester or London
Team:	Research and Development
Line Manager:	Researcher or Research Manager
Salary:	£17,893.20 (Leicester) or £20,683.00 (London) pro rata per annum (Living Wage)
Contract type:	Fixed term (6 months)

MAIN PURPOSE

We are an independent research and development organisation dedicated to promoting lifelong learning, full employment and inclusion. We're focused on the big questions. How do we help more people find work and build careers in a changing jobs market? How can we encourage more adults to engage in learning and develop their skills throughout life? How do we end in-work poverty?

We are looking for a talented and enthusiastic intern seeking to start a career in policy research. This internship offers a unique opportunity to contribute and gain insight into L&W's high-impact research, policy, and campaigning work.

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 etc.) or equivalent qualifications or experience in a research capacity.	Essential
Skills	
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
Knowledge	
Understanding of a range of research and evaluation methodologies and methods.	Essential
Understanding and interest in a subject area of relevance to L&W: adult learning, skills and employment policy and/or practice.	Essential
Experience	
Experience of working to deadlines and managing multiple, competing priorities	Essential
Experience of working with vulnerable groups	Desirable
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. Appointee will be eligible for 21 days annual leave (pro rata), plus 6 Grace Days and 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.

Learning and Work Institute works in both England and Wales. Our work in Wales is led by a Cardiff based team, but all staff are required to follow the guidance set out in our Welsh language scheme when working in Wales.



Reviewed: Jan 2020