

Agenda Consulting

Research Assistant - role description

Agenda Consulting

Agenda Consulting is a research consultancy based in Central Oxford, helping UK and international not-for-profit organisations develop and sustain the highest levels of employee and volunteer engagement.

We undertake 3 main activities:

- Run **employee and volunteer surveys** for organisations seeking to understand how their people experience their role, their colleagues, their management and the organisation as a whole, levels of engagement and the key factors that drive this and how the employment experience varies for different groups
- Run a series of **annual/bi-annual benchmarking studies** which gather information from organisations in a sector and produce reports showing how each organisation compares with its peers and its sector. We benchmark human resources, volunteer management and financial management.
- Run a programme of **events** – including an annual conference.

Please see our website www.agendaconsulting.co.uk for more information

Our Clients

We work exclusively in the not-for-profit sector.

Clients we have worked with recently include: Alzheimer's Society, British Heart Foundation, Diabetes UK, HelpAge International, Marie Curie, National Autistic Society, National Union of Students, Plan International, Rethink Mental Illness, Save the Children International, Sense, United Nations and many more.

Our Team

Other Agenda staff members include Director, Principal Consultants, Senior Consultant, Research Consultants, Research Assistants, Head of Business Development, Senior Marketing Executive and Business Development Administrator.

The Role

We are seeking to recruit a Research Assistant. The role is a full time, permanent position. Key responsibilities:

- Undertake employee and volunteer survey projects
- Undertake the research and reporting for benchmarking studies
- Contribute to other bespoke research/consultancy projects
- Present results to clients and provide ongoing support
- Develop and maintain excellent, close working relationships with our clients

This is an exciting and varied role that involves substantial communication with clients and potential clients. There is great scope to grow and develop in the role and to take on further responsibility. Agenda is a friendly company and we endeavour to provide our employees with excellent opportunities for personal and professional development.

The role reports to Tim Walters, Principal Consultant, is based in Oxford and will involve a certain amount of travel mainly to London, occasionally internationally.

The salary is £18,000 per annum plus 25 days paid annual leave pa.

The role will suit someone with well-developed research skills, the ability to cultivate strong working relationships with our clients, excellent communication and writing, and a can-do attitude. They will be a

strong communicator with good influencing skills, a flexible, collaborative approach and a strong sense of personal accountability and initiative. They are likely to have a particular interest in the not for profit sector.

Responsibilities

Employee and Volunteer Surveys

- Work closely with our clients throughout the project from survey design, communication, response tracking through to reporting and feeding back results
- Set up and deliver surveys through our own on-line software tool
- Produce all reports
- Provide support to clients in using their reports and taking the results forward in their organisation
- Assist with feeding back results to clients and their Senior Teams

Benchmarking Studies

- Work with steering group and clients to develop the scope of studies
- Set up and deliver studies through our online software tool
- Produce all reports
- Manage client questions and queries
- Provide support to clients in using their reports
- Contribute to presentations at meetings

Other

- Contribute to research/consultancy projects
- Contribute to the overall development and strategy of Agenda

Person specification

Specification	Essential	Desirable
Skills and knowledge	1 Able to undertake research and analysis of quantitative and qualitative information and draw appropriate conclusions 2 Excellent IT skills 3 Excellent writing skills 4 Good interpersonal skills 5 Organised and reliable. Able to make decisions, set priorities and meet deadlines 6 Strong attention to detail	10 Experience of setting up and managing databases 11 Experience of using stats packages e.g. SPSS 12 Knowledge of human resources and people management issues 13 Knowledge of and interest in the not for profit sector
Relevant work experience		14 Experience of working in a research capacity 15 Project management experience
Attitude	7 Able to work as part of a team 8 Flexible, can-do approach	
Education / training	9 Degree level	

Training and development

Training will be provided to enhance skills.

Probationary period

The role is subject to a probationary period of six months. The purpose of the probationary period is to allow the employee to be inducted into the organisation and for both parties to be certain that they have made the right decision. A learning curve with milestones will be identified and the employee will be expected to progress on this during the probationary period.

Notice period

1 month on either side.

Hours of work

Agenda's standard hours run from 9.00am – 5.30pm, Monday to Thursday and 9.00am – 5.00pm Friday.

Employees may 'flex' the start and finish time by up to 1 hour, (eg. 8.00 am – 4.30pm; 9.30am – 6.00pm) each day, without seeking prior approval. This flexible arrangement is subject to client and Agenda team needs. For example:

- on Mondays we have a team meeting starting at 9.15am
- a client can only make a call at 4.30pm on a particular day

Employees may also be required to work extra hours according to the needs of the business but these will be mutually agreed and will not be unreasonable.

Applying for the post

Applications should include a covering letter demonstrating how you fulfil the criteria in the person specification along with your CV including details of two referees we may contact for a reference. Applications should be sent to Samantha Thornley at

- Samantha.thornley@agendaconsulting.co.uk
- Or by post to Samantha Thornley, Agenda Consulting, The Jam Factory, 27 Park End Street, Oxford OX1 1HU.

The deadline for receipt of applications is 9.00am on Monday 12 November 2018.

Those invited for interview will be notified by close of play **Wednesday 14 November 2018.**

Interviews will be held on **Tuesday 20 November 2018.**