

JOB DESCRIPTION

Job Title: Internship - Research Assistant

Reports To: Uchechi Eke – Director of Business Development & Partnerships

Location: Prevista, London N7

1. JOB PURPOSE:

The internships are part of our on-going commitment to give opportunities to people who are committed to developing the right skills they will need to be able to compete in the job market.

You will be based at our offices in North London (Islington) and be working on an exciting new research project and will be supported by a team throughout the internship. The duration will be for 3 months, or longer if you wish, all expenses will be paid.

The purpose of the role is to support research consultants on a research project which is an impact evaluation of a programme intervention aimed at ensuring that young people are not excluded from school and that their level of attainment is maintained.

2 EXPERIENCE, SKILLS & QUALIFICATIONS:

You will be of graduate calibre and numerate with some understanding and experience of social research. It would be preferable if you have undertaken data collection and analysis, telephone interviews and report writing. You may be expected to use SNAP software for analysis or Excel.

3 JOB CHALLENGES AND REQUIREMENTS:

- One of the key challenges of this internship is building relationships with key stakeholders of the project
- Attention to detail is a key requirement
- Demonstrable commitment to equality diversity is a requirement

4 KEY RELATIONSHIPS:

- Director of Business Development and Partnerships
- Business Development and Partnership Managers
- Senior Consultants
- Stakeholders, partners and key intermediaries