

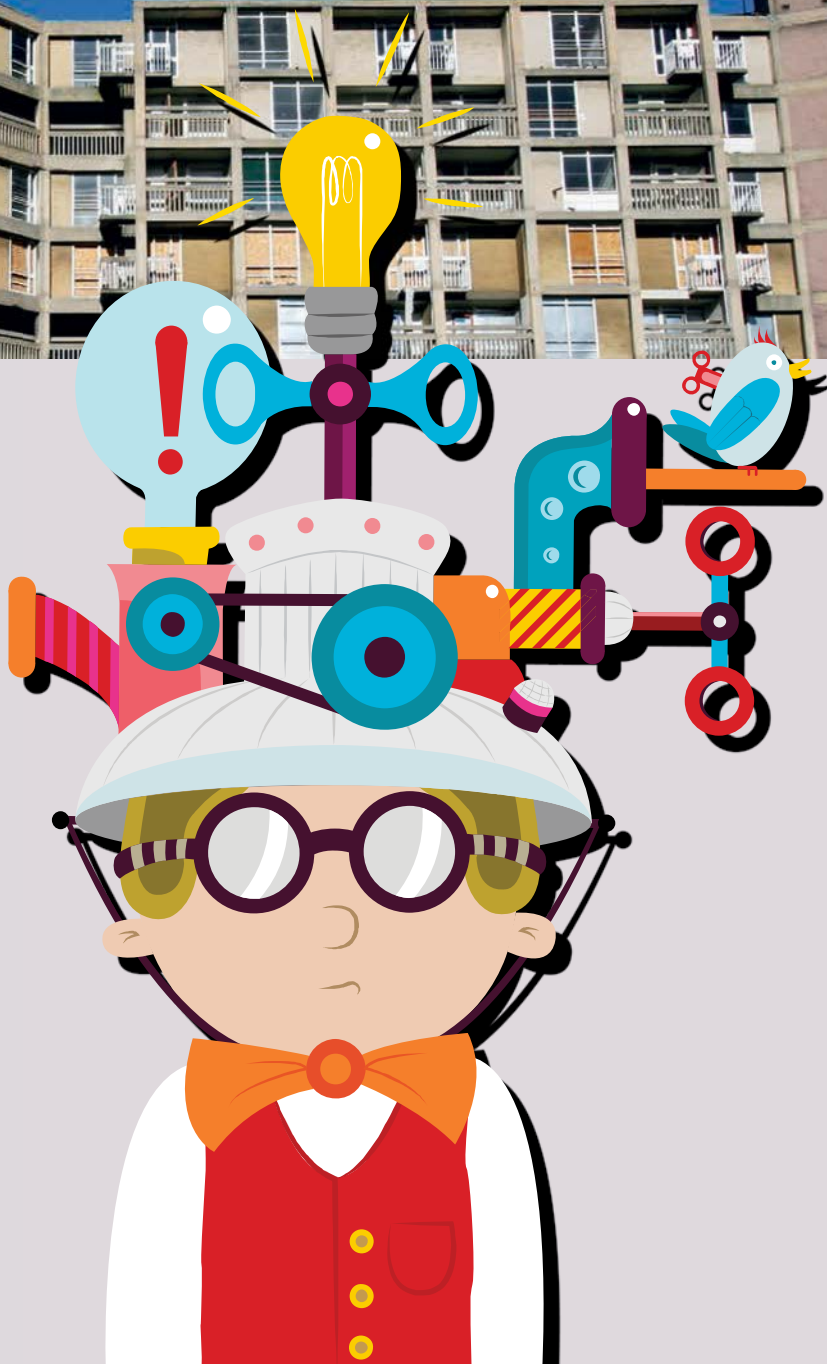


Vacancy

Social Researcher

We require an enthusiastic social researcher with at least three years' relevant experience and an interest in our field of work.

We are looking for a highly organised, motivated, and flexible individual that is ambitious to pursue a career in social research in the not-for-profit sector.



About Us

Social Value Lab is a social research and innovation agency that is particularly passionate about producing evidence to support social enterprise, social innovation and social change.

www.socialvaluelab.org.uk

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Social Value Lab is a social research and innovation agency. We work principally in Scotland but also across the UK and internationally – conducting research, gathering evidence, demonstrating impact, influencing policy, developing new social ventures, and supporting others to do the same.

We are a relatively young company that is particularly passionate about producing evidence to support social enterprise, social innovation and social change.

Our clients include frontline not-for-profit organisations as well as those agencies that sit behind and support the frontline – national government, local public authorities, and social venture intermediaries, funders, and investors.

We have a special relationship with CEiS (www.ceis.org.uk), one of the UK's oldest and largest social enterprise support organisations; and operate in a way that allows the majority of our profits returning to the social enterprise sector.

For more information about Social Value Lab and our work, please look at www.socialvaluelab.org.uk

The Role

We require an enthusiastic social researcher with at least three years' relevant experience and an interest in our field of work to support three senior staff and to deliver small research projects with minimum supervision.

We are looking for a highly organised, motivated, and flexible individual that is ambitious to pursue a career in social research in the not-for-profit sector.

Our work is driven by the needs of our clients and the market opportunities arising and therefore the postholder will need to have a broad interest and great flexibility in applying their skills and knowledge.

There are a number of main aspects to the job.

- Research design
- Co-ordinating research field work.
- Conducting primary research (e.g. surveys, face-to-face/telephone interviews, focus groups, etc.).
- Secondary/desk-based research.
- Survey management and data input.
- Analysis of quantitative and qualitative data.
- Liaising with clients as required.
- Preparing reports.
- Delivering presentations to disseminate research reports.
- Keeping track of progress on projects, ensuring deadlines are met.
- Contributing to the preparation of project proposals and tender documents.
- Proofing of colleagues' reports and proposals.
- Promoting our work through events, websites, and social media.
- Attending training and personal development opportunities.
- Representing Social Value Lab in the marketplace.
- Undertaking other duties and tasks as appropriate to the post.

We are a lean company. We do not employ administrative staff and expect the Social Researcher to offer support on administrative tasks as required, including organising fieldwork, booking interviews and data inputting.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • At least three years relevant experience in a social research role. • Experience in conducting qualitative and quantitative research. • Experience in complex analysis and report writing. • Experience of managing multiple tasks effectively. 	<ul style="list-style-type: none"> • Experience in the use of analytical software (e.g. SPSS, NVivo , etc.). • Experience in participatory methods of research and evaluation. • Experience in outcome evaluation and social impact measurement.
Education/Qualifications	<ul style="list-style-type: none"> • A degree in social research or another relevant subject area with a strong social research component. 	
Technical Skills	<ul style="list-style-type: none"> • Design of topic guides, questionnaires and other research tools. • Sample design for qualitative and quantitative approaches. • Expertise in interviewing people from diverse backgrounds. • Internet search skills. • Qualitative and quantitative data analysis skills. • Strong analytical thinking and an ability to triangulate different evidence strands/methods. • Excellent verbal and written communication skills. • Competent IT user, including Microsoft Word, Excel, and Powerpoint. 	<ul style="list-style-type: none"> • Working knowledge of social media. • Knowledge of social policy, issues and trends in Scotland and/or the UK. • Working knowledge of relevant software for data presentation and visualisation. • Particular expertise in managing and analysing large-scale surveys.
Personal skills	<ul style="list-style-type: none"> • Self –motivated, able to work under minimal supervision • Ability to work with diverse client and community groups. • Excellent interpersonal and team working skills. • Excellent numeracy skills. • Excellent verbal and written communication skills. • Good planning and time-management skills. • The ability to react well to pressure and deadlines. • A customer orientation. • An outgoing and curious personality. 	
General	<ul style="list-style-type: none"> • Demonstrable interest in key social issues such as inequality, improving public services, and community empowerment. • Willingness to travel. 	<ul style="list-style-type: none"> • Involvement in voluntary sector projects or activities focusing on improving or changing service delivery or outcomes for people. • Proven ability to work successfully in a dynamic project-based environment. • A full UK driving license

Job Details

Salary: A starting salary of up to £25,000 per year, dependent on experience.

Contract: Initially we are offering a one year full-time contract. Dependent on future developments and your suitability for the role, we are expecting to extend this contract after the one-year period.

Working Hours: Normal working hours are from 9.00am to 5.00pm. We expect our staff to be flexible and occasional work in the evening and/or weekend is required.

Holidays: 22 days paid holiday per year plus 12 public holidays (with the ability to use this allocation flexibly).

Location: Our office is the city centre of Glasgow, but a willingness to travel occasionally within Scotland and the UK is required, including overnight stays.

Application

To make an application please submit a covering letter outlining in no more than 500 words why you are well placed for this position, together with a full CV and two referees (we will only contact these in the event that a job offer is made).

Your covering letter and CV should be submitted by email to Jonathan Coburn at jonathan@socialvaluelab.org.uk. Please ensure that you provide a full postal address, contact telephone number, and email address for correspondence.

The closing date for applications is **9 February 2014**.