

## Job Description

### **Research Assistant**

#### **BookTrust**

[BookTrust](#) is the UK's largest children's reading charity. Working with every local authority and across every region in England, Northern Ireland and Wales, we reach over 3 million families a year through schools, health visitors, libraries and other partners. This incredible network helps us to get children excited about reading from an early age. We know that children who read are happier, healthier, more creative and do better at school.

This is a brilliant time to join BookTrust's Research and Impact team. As an organisation we are going through a period of innovation and transformation as we roll out our ambitious new strategy. Our new strategic objectives create exciting opportunities for us to improve our work with children and families in greatest need.

#### **Job purpose**

BookTrust's Research and Impact team works closely with colleagues across the organisation to inform the development of new interventions to get children reading, to build our understanding of our external landscape, and to understand the impact of our work. We are an innovative team, committed to delivering and communicating high quality research, engagement work, and evaluation.

Our research team is growing and we are looking for a skilled, enthusiastic problem solver to join our team as a Research Assistant. This is a new role at BookTrust, which covers the following key areas of work:

1. Conducting analysis of internal and external data to help us identify market opportunities and increase our understanding of our external landscape
2. Providing project support (scheduling fieldwork, communications, planning, data management, administrative processes) on a range of activities across the Research and Impact Team

The successful candidate will work closely with Research and Impact colleagues, collaborating also with colleagues in other teams (e.g., with our Design and Innovation, Communications, Operations teams.)

We will provide excellent opportunities for the post holder to further develop their research, data analysis and project skills in support of a fast changing, purpose driven national charity. We offer a flexible and supportive working environment and provide on-the-job learning and formal training.

**Contract type:** full time, permanent

**Location:** London

**This post holder will report to:** Senior Researcher

## **Key responsibilities**

### **1. Conduct analysis of internal and external data to help us identify market opportunities and increase our understanding of our external landscape**

- Work with colleagues in the Research and Impact team and others in the organisation to identify data gaps
- Conduct data analysis to understand and make use of both BookTrust data and other data relevant to BookTrust programmes
- Identify relevant data sources
- Triangulate BookTrust data with external sources of data
- Draw conclusions and make recommendations based on your analysis
- Work closely with colleagues in other teams to understand evolving data needs
- Support on producing accessible and engaging research outputs for varied internal and external audiences
- Respond to internal data requests
- Be an active member of BookTrust's data squad

### **2. Provide project support (scheduling fieldwork, communications, planning, data management, administrative processes) on a range of activities across the Research and Impact Team**

- Support on processes in BookTrust's research and engagement activities including communications, recruiting participants, scheduling interviews, authorising payment of prizes and incentives
- Identify opportunities to improve current processes with the Research and Impact team (e.g., data management, project management tools)

### **3. General Duties:**

- To support on team and organisational development activities
- To carry out duties in line with research best practice and ethical guidelines

- To carry out all duties in line with BookTrust policies and procedures and be prepared to undertake additional reasonable duties, as required
- To promote BookTrust and its vision and values in all activities; both internally, while carrying out duties, and externally, with stakeholders and the general public

This is a full time post. You will be based in our offices in Battersea on Tuesdays and Wednesdays with flexibility on where you work on the other days. This role will require some travel for fieldwork, consultation and events.

### PERSON SPECIFICATION

You will be a creative, driven, and flexible problem solver committed to contribution to an organisation that seeks to support families in greatest need. You will be excited by the potential that good use of good data brings to decision making. You will be experienced in presenting data in a way that is accurate and robust but accessible and user friendly. You will be enthusiastic and a great communicator, able to communicate effectively with families and practitioners.

You will be a self-starter with excellent organisation skills. You will have a keen eye for detail and enjoy getting involved in different parts of a project, taking responsibility for identifying and responding to opportunities and challenges along the way. Finally, you will bring strong collaboration skills and an eagerness to work with colleagues with different skills sets and experience towards the common goal of getting children reading.

You will be happy to work flexibly in a changing environment, potentially changing focus and approaches in line with evolving organisational priorities. You will report to one of the senior researchers in the team and work closely with all team members.

We welcome applications from candidates looking for their first role after their studies where these have included a focus on complex data analysis. Alternatively you may have a year or two experience outside academia in a relevant role.

CRITERIA	E or D
<b>Knowledge</b>	
a. Knowledge of challenges facing disadvantaged families	D
b. Understanding of the UK charity sector	D
<b>Experience</b>	
a. Experience of analysing large and complex data sets	D
b. Experience in drawing conclusions and shaping recommendations based on analysis of data	D
<b>Skills and Attributes</b>	
a. Strong organisation skills	E
b. Experience in juggling competing priorities	E
c. Strong analytical skills, including ability to scrutinise and interpret data sources	E
d. Strong data management and analysis skills	E

e. Proficient in SPSS or an equivalent data analytic software (e.g., R) and Excel	E
f. Excellent verbal communication skills with the ability to communicate confidently to diverse audiences	E
g. Data visualisation skills	D
h. Close attention to detail	E
i. Excellent interpersonal and communicative style	E
j. Curious	E
k. Creative and innovative	E
l. Eager to learn new skills and approaches	E
m. Flexible	E
n. Able to work in a changing environment	E
o. Outcome orientation and task focused	E
p. Collaborative	E
q. Strong personal drive	E
r. Strong commitment to improving lives of children and families	E
<b>Qualifications</b>	
a. Educated to degree level in relevant subject (i.e., social sciences and humanities)	E

**E = essential criteria**

**D = desirable criteria**

### Terms and Conditions

- £24,000 – £30,000 per annum depending on experience
- 28 days holiday, plus public holidays
- Pension scheme – 7% employer contribution
- 3 x salary life assurance
- Employee Assistance Programme
- Season Ticket Loan Scheme
- Flexible working scheme

Want to join us? Find out more about who we are at: <https://www.booktrust.org.uk/about-us/work-at-booktrust/>

To apply, you must submit your CV and attach a covering letter of no more than two pages outlining your suitability in relation to the person specification.

### **Our Commitment to Diversity and Inclusivity**

We aim to provide an inclusive recruitment process and actively welcome applications from diverse talent pools: BAME candidates, candidates with disabilities and long-term conditions and candidates from underrepresented communities.

We are committed to equality of opportunity and want to ensure we have an accessible application process for all candidates. If you need any reasonable adjustments or would like us

to do anything differently during the application process, please contact our HR team on [HR@booktrust.org.uk](mailto:HR@booktrust.org.uk) or 020 7801 8855/8856 to discuss your requirements further.

BookTrust is committed to safeguarding and promoting the welfare of children. The recruitment and selection process reflect our commitment to safeguarding therefore, the suitability of all prospective employees will be assessed during the recruitment process in line with this commitment, and pre-employment checks.