

Job Description and Profile

Job Title	Researcher
Location	Liverpool
Salary	£18,500
Reports to	Research Development Manager

Main purpose of job

The Directory of Social Change (DSC) is the leading provider of information and training for the voluntary sector. DSC publishes an extensive range of research products including websites, books and reports covering subjects such as fundraising, bespoke research commissions, sector trends and analysis.

As part of the research team based in our Liverpool office, you will be required to collate information, analyse data and communicate research findings on a variety of research projects for publication in DSC's books and reports, and also to maintain online databases. As well as gathering information and data, you will also assist in identifying interesting trends and contribute to editorial content. You may also be required to assist with other projects as necessary.

This role will suit someone with good research skills who wishes to develop their experience as part of a small and very busy team.

Position in organisation

- Member of the Research and Policy Team

Scope of job

- Collects and curates data to a high standard ensuring attention to detail
- Assists with the design and planning of research projects, reports and publications when necessary
- Assists in analysing and commenting on trends
- Contributes to policy and media work
- Attends and contributes to external events
- Represents DSC

Dimensions and limits of authority

- Works to a brief and schedule provided by the Research Development Manager
- No authority to commit to expenditure
- May negotiate changes to schedules on own projects

Qualifications

- Educated to A level standard
- Confident user of IT, including databases and MS Office applications
- Excellent command of written English and a high level of literacy
- Excellent communication skills both written and verbal

Experience

- Minimum of 1 year's research experience
- Minimum of 3 months' experience of the voluntary sector, charities and their fundraising practices, possibly as a volunteer or beneficiary
- Excellent customer service skills
- Experience working in an office environment
- Experience using Content Management Systems, particularly WordPress

Duties and Key Responsibilities

Maintaining high standards of information

Research key information on charities and the wider voluntary sector, companies and other organisations, for example by searching public records, charities' annual reports and accounts, web research and via surveys. Input and check data for directories, guides and online resources so as to ensure high standards of information, readability and accuracy. Liaise with internal and external stakeholders, including the Editorial Manager, to ensure all published material is accurate, informative and to a high standard. Proofreading manuscripts and documents as required.

Carrying out ongoing research

Carry out research using searches of public records, questionnaires, telephone interviews, critical reading of documents etc. in order to collect data necessary for producing funding guides, directories, journals, reports and maintaining online information. Analyse information to provide clear and readable context for database entries. Assist with the design and planning of research projects, reports and publications when necessary and undertake specific research projects as agreed with the Research Manager/Project Manager.

Analysing and commenting on trends

Lead on or assist in analysing data to identify interesting and noteworthy trends. Contribute to editorial content for directories and guides. Contribute to DSC's policy and media work when necessary, including writing relevant articles for DSC's e-news, sector press and beyond.

Representing DSC externally

Answer telephone and email enquiries; give advice and information on DSC's products and services; promote the organisation at DSC's events and other external events.

How to apply

To apply please email your CV and a covering letter to research@dsc.org.uk no later than 12 noon on Monday, 4 February 2020. Please include the subject line 'Researcher Vacancy'.

Interviews will take place in Liverpool in the first half of February 2020.