

Job Description and Profile

Job Title	Researcher
Location	Remote (homeworking)
Salary	£20,820 (pro-rata)
Reports to	Head of Research
Position	Member of the Policy and Research Team
Contract	Full time (35 hours over 4 days) for six-months (January to June 2025)

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 DSC's research team, 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.

Scope of job

- Collect and curate data to a high standard ensuring attention to detail
- Assist with the design and planning of research projects, when necessary
- Assist in the analysis and written exposition of findings
- Contribute to policy and media work
- Attend and contribute to external events
- Represent DSC and maintains its standards

Dimensions and limits of authority

- Work to a brief and schedule as provided by the Head of Research
- No authority to commit to expenditure
- May negotiate changes to schedules on own projects

Experience

- Excellent customer service skills
- Ability to work closely and effectively with other team members
- Experience using Content Management Systems (CMS), particularly WordPress
- Confident user of IT, including databases and Microsoft Office applications
- Excellent command of written English and a high level of literacy
- Excellent communication skills both written and verbal

- Ability to work on research projects with demanding deadlines

Duties and Key Responsibilities

Maintaining high standards of information

Research 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 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

Support with carrying out research using searches of public records, questionnaires, telephone interviews, critical reading of documents to collect data necessary for producing funding guides, directories, journals, reports and maintaining online information. Analyse information and present findings in a clear, accurate and accessible context. Assist with the design and planning of research projects, reports and publications when necessary and undertake specific research projects as agreed with the Head of Research.

Analysing and commenting on trends

Lead or assist in analysing data to identify interesting and noteworthy trends. Contribute to high quality written reports, editorial content, 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 wider external events.

Notes to candidates

- DSC is committed to equity, equality, diversity and inclusion and applications are reviewed anonymously to help fulfil this.
- DSC does not negotiate on salaries or terms and conditions.
- DSC is a fully remote-working organisation.
- DSC staff will be expected to travel to meet colleagues, attend events and other face-to-face gatherings as part of their work at DSC.
- DSC has a three-day weekend policy, requiring that staff working hours will be 35 hours over 4 days. This is non-negotiable as it is based on the belief that people need at least 3 consecutive days off to be properly rested and to manage their wellbeing.

How to apply

To apply, please send the following to vacancies@dsc.org.uk

- Your CV (no more than 2-pages)
- A covering letter which answers the following three questions:
 1. Please tell us about a project or occasion in which you have had to demonstrate the ability to research a topic and share what you learned.
 2. Please explain why you would like to work at DSC.
 3. Please explain how/why you think you'd be a good fit for the Researcher position.

Closing date for applications is 31 December 2024. Interviews are likely to be held between 14 to 16 January 2025.