

Research and Project Support Associates : What We are Looking For



Introduction Community Enterprise Ltd is one of Scotland's leading social enterprise support providers. We provide business support to third sector groups across Scotland and work with communities to build and sustain projects for the benefit of local people.

Our Development Team is well-established, with a progressive outlook and a growing portfolio of work all over Scotland. We want to complement our core team of senior consultants by building a small group of freelancers who can support their projects.

This is an exciting and challenging opportunity. Previous work experience in this field would be an advantage but is not essential: The freelancers will receive support and guidance from each project lead.

Our Values

- Building relationships
- Empowering people
- Developing our expertise
- Dynamic innovation
- Giving back

Freelance Role Research and Project Support Associate

Core Purpose To support senior consultants of the development team to deliver social enterprise and community development projects. We will commit to provide induction training about our ways of working and systems and to help associates feel part of our team and contributors to our bigger vision.

Accountable to Development Team Manager

Main Tasks Associates will be brought in on a day rate basis, (with support and guidance) to undertake

- Background and desk research
- Demographic assessments
- Policy and strategy analysis
- Case studies
- Phone calls with stakeholders and other relevant parties
- Funding strategies
- Occasional attendance at community consultation events to support colleagues

Person Specification Associates need to be people who can deliver high quality work to deadlines that can be used as crucial building blocks of research documents and business plan. Associates will be:

- Self-motivated with limited need for mentoring and support, beyond initial task based guidance
- Confident, proactive and organised
- Willing to learn and with a deep interest in the sustainability of the Third Sector in Scotland
- Able to gather information intelligently and analyse data
- Ability to present this information in useable forms and in professional and articulate language
- Personable, with a good telephone manner
- Attentive to detail
- Strong in communication skills, including written, verbal and presentation skills
- An excellent team player contributing to the broader aims of the organisation and the Development Team
- Proficient in the use of technology and willing to learn new ways of working as needed
- Willing to travel across Scotland occasionally for attendance at community events or project site visits

Nature of Relationship We will engage in a contract with freelance project support associates and hope that this will be a long term relationship. Our aim is to recruit a small cohort of associates who can be called up on as required. There is no guarantee of work but we do have a busy portfolio and envisage using this resource regularly.

Remuneration £200 per day plus expenses and free access to training and mentoring.

Location Working from home but with attendance at our West Lothian office. Travel throughout Scotland may be required occasionally.