



Community Research and Engagement Officer

Salary: £24,337 pro rata

Hours: 14 per week

Annual Leave Entitlement: 34 days per annum, pro rata

Length of contract: until 30 September 2025, with the possibility of extension (funding dependent)

Person Specification

	Essential	Desirable
1. Educational/Professional Qualification		
Educated to SCQF Level 6	v	
Relevant qualification, for example Applied Research Methods, Community Engagement, Community Education or similar		v
2. Career Experience		
A minimum two years' experience in a similar role involving direct engagement with marginalise/hard-to-reach groups	v	
Experience of working in a charity environment		v
Experience of adopting and applying appropriate social research methods (quantitative, qualitative and peer research)	v	
Experience of using creative methods to raise awareness of an issue (including research, social media, etc.)	v	
3. Specialist knowledge/ Experience		
Excellent ICT skills with experience in the Google Suite/ Microsoft Office Suite, particularly Word, Excel, Access and Outlook	v	
Good knowledge of issues affecting the Feniks service user group, particularly mental health, domestic abuse, social exclusion and immigration issues	v	
Experience of field and desk research	v	
Experienced in compiling high-quality reports	v	
4. Skills		
Excellent written and verbal communication skills	v	
Fluent in English and Polish	v	
Able to communicate in other Central/ East European language		v
Good organisational skills and ability to prioritise tasks	v	
Ability to work to deadlines	v	
Effective time management	v	



Ability to work as part of a team	v	
Ability to communicate complex ideas and processes to a diverse range of audiences including colleagues, service users, stakeholders and partner organisations	v	
Ability to work independently with limited supervision	v	
5. Personal Attributes		
Flexible and creative approach to work	v	
Ability to work some evenings during the week as required	v	
Flexibility towards working both from home as well as the Feniks office for limited hours as required	v	
Self-motivated and enthusiastic	v	
Passionate about equality and about promoting human rights and access to information	v	
Impartiality when gathering, compiling and disseminating data	v	
A positive and friendly attitude and compassion towards people affected by mental ill-health, trauma of domestic abuse and/or other inequalities.	v	