Job title Research Engagement Assistant

Contract duration 2 years

Salary SCVO Grade 4 (£33,098 - £36,775) pro rata

Location This post can be based in Edinburgh, Glasgow or Inverness. SCVO staff can work a blend of office and home on agreement with their team and line manager, and within the parameters of our blended working policy.

1 Purpose and values

SCVO believes the voluntary sector is vital to Scotland’s economy, society and democracy. We support the sector to achieve its ambitions through delivering services, giving the sector a voice at a national level and promoting and supporting innovation and improvement. Our vision therefore is a thriving voluntary sector at the heart of a successful, fair and inclusive Scotland. We champion the role of voluntary organisations in building a flourishing society and support voluntary organisations to do work that has a positive impact.

Our values are the foundation of how we act individually and collectively as SCVO staff members. We are: accountable and committed, responsive, supportive, progressive and bold.

Equality, diversity, and inclusion at SCVO

SCVO is committed to building a workforce of people from a wide range of backgrounds, perspectives, and experiences.  That means a workforce that includes people of different age groups, socio-economic backgrounds, faith and beliefs. People who are trans, disabled, from minority ethnic backgrounds. People who identify as lesbian, gay, or bisexual or another sexual orientation. We welcome applications from individuals from all communities particularly from people with disabilities and people from ethnic minority backgrounds, currently under-represented within SCVO. We share our interview questions in advance of interview, and we offer blended and flexible working from day one of employment, including part-time working and working from home, as well as other flexible working options.

2 Job purpose

The Scottish Third Sector Tracker has been running since 2021 and is now established as a robust and reliable source of data on the issues impacting on Scottish voluntary organisations. Funding has been secured to continue the Tracker for another two years, and during this next period of the Tracker’s development, we will make sure that the data we generate is presented and distributed as effectively and as widely as possible.

To do this, we are seeking a Research Assistant to work with stakeholders to understand their needs, develop new ways of disseminating information, and lead our evaluation of the Tracker’s usage and impact.

3 Values, skills, experience, and knowledge

The post holder will be expected to demonstrate the following range of skills and experience on a regular basis:

**Essential**

* Experience of analysing quantitative and qualitative data
* Experience of writing research reports
* Experience of presenting data and analysis in accessible ways, including, but not limited to, research reports and data visualisation.
* Experience of engaging with stakeholders (ideally to understand their research needs and/or to collaborate on developing solutions)
* Using creative ways to disseminate research findings or other data
* Strong relationship building skills, with both internal and external stakeholders
* The ability to independently manage a diverse workload
* Good working knowledge of Microsoft Office 365 and familiarity with a range of online platforms (including but not limited to Zoom (including Zoom webinars), Wordpress, Slack, MS Teams, Google Docs, Survey Gizmo, Doodle)
* A commitment to SCVO’s [service charter](https://scvo.scot/about/work/service-charter)
* Ability to uphold our values and principles, contribute to an inclusive working environment, striving for environmental sustainability.

**Desirable**

* Data visualisation
* Writing for the web
* Website updating via WordPress

4 Key accountabilities

* Work alongside the Research Officer to gather and analyse feedback from existing and potential users of the Third Sector Tracker, to better understand users’ needs
* Use this feedback to develop and implement new ways of communicating Tracker findings
* Work alongside the Tracker lead officer to analyse qualitative and quantitative data from the Scottish Third Sector Tracker, to produce research reports and other outputs
* Develop and maintain systems to track the use and impact of Third Sector Tracker findings, allowing for ongoing evaluation of the project
* Manage your own workload, ensuring that deadlines are met and high-quality work is produced.
* Any other general duties as may be required by SCVO.

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5 Other duties

Any other general duties as may be required by the line manager.

6 Location and accountability

This post can be based in Edinburgh or Glasgow. SCVO staff can work a blend of office and home on agreement with their team and line manager, and within the parameters of our blended working policy. Full remote working may be available, subject to a flexible working request.

The post holder will be line managed by the Research Officer.

1. Further Information

Informal discussion of this position is welcome. Potential candidates looking for further information should contact [hr@scvo.scot](mailto:hr@scvo.scot).

1. To apply

Please e-mail your application to [recruitment@scvo.scot](mailto:recruitment@scvo.scot) by 12 noon on the closing date.

Closing date: Monday 29 September 2025

Interviews: w/b 27 October 2025

9 SCVO salary scale

SCVO’s salary scale has six increments. Appointments are made on the 1st increment. Staff move up an increment on an annual basis (unless you are involved in formal disciplinary or performance management proceedings).

10 Major terms and conditions

A full package of Terms and Conditions is available. Key features include:

Salary: SCVO Grade 4 (£33,098 - £36,775) pro rata

(appointments are made on the 1st increment)

Annual leave: 33 days plus 6 public holidays (pro rata)

Pension: SCVO offers a Defined Contribution Pension Scheme   
to its staff. Employee contributions are 6% or 3%, SCVO contributes 9% or 4.5%. A salary exchange option is available.

Probationary period: 6 months

Hours: 17.5 hours per week (flexible working options are available including part-time hours and home working).

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