Research and Project Support Worker

Organisational Background

Community Enterprise is a leading social enterprise and community development consultancy and support provider. We provide support to third sector groups across Scotland and beyond and work with communities to build and sustain projects for the benefit of local people.   We are a social enterprise ourselves. 100% of our profits are re-invested in supporting the further growth and development of voluntary and community organisations.

Community Enterprise has just signed off the next three-year strategy and will do that regularly.

Our Services and Divisions

Our focus is on developing sustainable communities through resilience, using techniques including social enterprise, innovative fundraising and community empowerment. We have developed four cross-fertilising divisions.

1. Our development team develops enterprise, communities and organisations including strategic thinking, market research, business planning, evaluations, organisational reviews, community plans and investment readiness. This division has a research element delivering research papers on subjects close to our ethos including community enterprise, asset transfer and community led regeneration.

2. Our over-arching website has information about all our divisions, but this is a link directly to the work of the development team.

3. We operate the first and biggest social enterprise creative design and branding agency, called Bold. Its services include branding, design and print, web design and build and creative marketing strategy.

4. We have a relatively new division that called Breeze Digital. Breeze is a digital support agency that helps third-sector organisations to demystify digital for the third sector with practical support with better systems.

5. We are a strategic part of the sustainable third sector. We were founding members of Social Enterprise Scotland, founding subscribers of the Voluntary Code for Social Enterprise and members of various national networks. We currently design and manage the social enterprise support map. We also deliver a research service that would be of practical use to the sector.

6. As well as direct support, we try new things. We established a national on-line e-commerce site for social enterprises and are interested in how the digital space can develop the third sector.   We recently ran a project called Creative Natives, which changed the lives of young care leaves through creativity.

Job Title	Research and Project Support Worker

Job Purpose	To support the development team to deliver research projects and other documents and reports.
Accountable to	Development Manager

Main Duties

1. Contribute to the achievement of Community Enterprise's overall organisational objectives and targets. These are centred on initiatives which support the sustainability of organisations with a social purpose.

2. Work as a member of the Development Team, providing support to pieces of research and also to a range of projects for a wide variety of existing and new clients.

3. You will always be supported by one of the Development Consultants, but specifically, support will include undertaking:

    a. Background and desk research

    b. National and local policy research and analysis

    c. Demographic research and analysis

    d. Case studies

    e. Market research including trends

    f. Survey design and analysis

    g. Stakeholder interviews

    h. Researching funding avenues

    i. Some draft section writing for reports

    j. Occasional participation at community consultation events to support colleagues

    k. Site visits to places around Scotland

    l. Health checks for our Accelerate programme

4. Collaborate with co-workers engaged in other Community Enterprise ventures and interests to ensure a joined up, added value approach

5. Assist with Community Enterprise marketing and communications – including social media and events

6. Such other tasks as may be required which are consistent with the duties and responsibilities of the post

Person Specification

Experience, aptitude, values, fit with the team and sensitivity to the enterprising third sector are more important to us than formal qualifications. This post needs someone who can combine research skills with a practical and proactive approach to a range of project requirements.

Ideally, we're looking for someone who is:

- Able to gather information intelligently and analyse data

- Focused on positive and valuable outcomes for our clients

- Confident, self-motivated, proactive and organised

- Willing to learn and with an interest in the Third Sector

- Able to problem-solve and use their initiative

- Personable, with a good telephone manner

- Attentive to detail

- Strong in communication skills, including written, verbal and presentation skills

- An excellent team player and willing to share skills and learning with co workers

- Able to cope with competing demands and prioritise tasks

- Proficient in the use of technology and willing to learn new ways of working as needed- (Canva, SurveyMonkey, Mural as examples)

- Experienced in a range of social media platforms

- Willing to travel across Scotland occasionally for attendance at community events or project site visits

- Willing to get involved in other areas of the organisation when there are capacity issues, as we all do working in a small team

Remuneration	£27,000 pro rata
Hours	3 days (but we are flexible)
Location	Hybrid working arrangements with a base in Livingston. Travel throughout Scotland may be required occasionally. Full driving license is an advantage but not essential.