

**Role title: Project Consultancy and Research Officer**

**Length of contract:** Permanent (assuming that the team brings the required work)

**Part time:** 18.75 hours a week based on 37.5 hour week pro rata

**Salary:** £23,000-£26,000 per annum pro rata depending on experience

**Location:** working from home currently but when the Covid situation allows, some days from our shared office space in north London (Finsbury Park)

WSA is an organisation that has built its reputation on substantial expertise, experience and knowledge in the fields of community development, social inclusion, participation and empowerment.

Our many years of practical experience working with a diverse range of community groups, organisations and individuals give us a clear understanding of community development and the skills to undertake complex projects. For more information about us please see our website [www.wsacommunity.co.uk](http://www.wsacommunity.co.uk)

**Objectives of this role:**

- To provide high quality and organised research- both quantitative and qualitative including analysis of data in accessible and useable formats for a range of audiences
- To be link person and have overview of project delivery on delegated projects including taking a lead when agreed in order to hold projects.
- Provide Admin and organisational work to support projects
- Events support when required including preparation and report writing
- Taking responsibility for delegated communications
- Ensure that learning is shared and accessible with clients, communities and the wider community development field

**Key roles:**

- Research including desk research for projects, designing and piloting surveys and questionnaires, interviewing people and some community facing work. Using systems including survey monkey to support surveys
- Data analysis and mapping including accessing and organising complex demographic and other data and producing summaries, graphs and tables using programmes such as excel
- Producing reports, write ups of workshops, training and events as agreed
- Delegated projects to be link person and have overview of project delivery / all admin and support tasks
- Attend, contribute to and on occasions chair the team meetings. Feed into wider WSA business discussions and plans and contribute to the movement of the business going forward

- Attend and represent WSA at networking events
- Ensure work is conducted to high ethical standards
- Have high attention to detail and ensure work is always carried out to high standards
- Organisation administration including liaising with partners and clients, scheduling and planning meetings/ events/ workshops/ trainings, organising electronic files, information systems, databases, project delivery and timelines
- Undertake agreed aspects of WSA comms work and have delegated responsibility for external comms including keeping the website, blog, twitter and other social media up to date.
- Administration and organisational work as required to support projects
- Events support when required including organisation preparation, minuting of workshops and report writing
- Ensure that GDPR records and systems are up to date and meet our requirements
- Data entry when needed
- Preparing and distributing promotion and marketing materials
- Undertake other delegated tasks as required at the level of the post and in the spirit of being a small team
- Offer support and expertise to the wider WSA team where needed

### Person specification

	Essential	Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>• Has at least two years relevant professional experience of work with communities, research or a related field</li> <li>• Has some experience or understanding of working in a multi-faceted organisation</li> <li>• Working with different stakeholders, including residents, Local Authorities, businesses, residents and community groups.</li> <li>• Confidence with social media such as Twitter, in order to promote and communicate key messages and link with others</li> <li>• Is able to manage projects or specified work allocations within projects.</li> <li>• Committed to inclusive practice and working with diverse communities</li> </ul>	<p>X</p>       <p>X</p> <p>x</p> <p>x</p>	    <p>X</p> <p>X</p>
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Community Development and working with communities</li> </ul>		X

<ul style="list-style-type: none"> <li>• Research methods and approaches plus accessing data websites / demographic data</li> <li>• Evaluation processes, data collection and possibly theory of change as a framework for planning and evaluating.</li> </ul>	<p><b>X</b></p>	<p><b>X</b></p>
<p><b>Abilities:</b></p> <ul style="list-style-type: none"> <li>• To engage and include local residents and communities</li> <li>• To plan and coordinate projects and pieces of work keeping good records and communicating clearly</li> <li>• To accurately collate information and resources in useable formats for a range of audiences</li> <li>• To organise own work, manage priorities and achieve objectives without close supervision paying close attention to detail.</li> <li>• Excellent verbal, written communication, interpersonal skills and ability to liaise, work, and negotiate with a variety of individuals, groups, communities, voluntary, statutory and private sector.</li> <li>• To communicate effectively with a wide range of people – both verbally and in writing – demonstrating good judgement and sensitivity and being friendly and approachable.</li> <li>• Ability to network well on behalf of WSA</li> <li>• Good working knowledge of all computer applications, especially spreadsheets, desk-top publishing and email / internet functions</li> </ul>	<p><b>x</b></p> <p><b>x</b></p> <p><b>x</b></p> <p><b>x</b></p> <p><b>x</b></p> <p><b>x</b></p> <p><b>x</b></p> <p><b>x</b></p> <p><b>x</b></p> <p><b>x</b></p>	
<p><b>Other skills or approaches:</b></p> <ul style="list-style-type: none"> <li>• Is passionate about community development</li> <li>• Is reliable, enthusiastic and motivated</li> <li>• Can work on their own initiative but knows when to refer back</li> <li>• Is flexible and can react to the demands of new contracts and changing workloads</li> <li>• Has a flexible approach and is willing to go the extra mile!</li> </ul>	<p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>X</b></p> <p><b>x</b></p>	

<ul style="list-style-type: none"><li>• Is available for some evening and weekend work when required and to take time back in lieu</li></ul>		
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