Research Assistant

Term: 3-month fixed term contract (with possibility of further 3-month extension)
Salary: £26,500-£27,500 pro rata, negotiable depending on experience

About EngineeringUK
EngineeringUK, a not-for-profit organisation, works across the UK engineering community to inspire tomorrow's engineers. We do this by engaging with young people and those who influence them, as well as working closely with the engineering sector to evidence the continued value and need to improve the supply of engineers. EngineeringUK runs two key educational programmes:

- The Big Bang Fair which attracted over 200,000 young people to its national and local events in 2016/17
- Tomorrow's Engineers, a programme of coordinated schools outreach and careers inspiration which seeks to create the next generation of engineers

These initiatives are underpinned by evaluation activities to assess the impact of their effectiveness, as well as wider research concerning the economic contributions of the engineering sector and the supply and demand forecasts for engineering skills.

About the role
Reporting to the Head of Research, you will primarily be supporting delivery of the organisation's flagship annual report, Engineering UK: *The State of Engineering,* an authoritative reference document widely used by government, educators, and industry.

This will involve:
- Identifying, reviewing, and summarising relevant literature succinctly
- Drafting sections of the report
- Data analysis
- Creating and formatting data tables in Excel
- Fact-checking
- Checking footnotes
- Acting as a liaison between EngineeringUK and an external design agency
- Supporting other EngineeringUK research and data-related projects as necessary, which may include undertaking desk research; repurposing reports into concise briefings for an external audience; managing contact with contributing authors; and responding to internal research and data-related queries

You will also support the development, analysis, and delivery of research and evaluation initiatives to evidence EngineeringUK's educational programmes more broadly.

The role will be based at the EngineeringUK offices in Woolgate Exchange, Basinghall Street, London EC2.

What we are looking for
- Self-starter with ability to multi-task
- Numerate, with intermediate to advanced Excel skills
- Excellent research and writing skills

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- Experience reviewing and summarising literature succinctly
- Attention to detail and accuracy
- Ability to prioritise tasks and organise own time, but also to take direction, be flexible, and work to deadlines

We would be particularly interested in hearing from those with a background in one of the following areas: social statistics, education/employment policy, research methodology, social policy, economics. Familiarity with either STATA or SPSS would also be advantageous but is not essential.

More information

Any informal enquiries about the role should be directed to Stephanie Neave, Head of Research, by email at sneave@engineeringuk.com

Applying for this role

Please send a CV and cover letter by email to hr@engineeringuk.com copied to sneave@engineeringuk.com, quoting the job title in the subject of your email.

The deadline for applications is 21 July, 12 noon.

Interviews

We aim to notify candidates who have been shortlisted by 24 July. If you have not heard from us by this date, please assume that you have not been successful. Interviews will be held the week commencing 24 July.

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