

Research and Project Assistant

3 months (with potential for extension) at £12,500 - £15,000k pro rata

Start date - 1st September 2009

Home-based, with regular travel to Brighton and London

GoddardPayne (www.goddardpayne.co.uk) is looking for a bright, enthusiastic and focused individual to work closely alongside the Directors to provide support to our current projects.

This is a great opportunity for the right individual to get directly involved in and make a difference to the success of some innovative social projects.

GoddardPayne is a small but well-established, Brighton-based consultancy providing focused practical and strategic support to clients across the public sector. We work simultaneously with policy and decision makers, professionals on the ground and the public (consumers/users) and have the privilege of serving a wide range of organisations including; groups of schools, local authorities, charities and innovation agencies. Our work takes us into the fields of; powerful approaches to learning, leadership and governance, networks and collaboration, user-centred public service design and delivery, 3rd sector innovation and stakeholder engagement.

The role will involve:

- Supporting and undertaking research activity (desk-based, interviews, focus groups, including use of video)
- Processing, analysing and presenting research outputs in a variety of forms (including presentations, short reports and accessible summaries)
- Sourcing and writing engaging and accessible copy for a range of audiences (including for online use)
- Providing admin support to projects
- Supporting the organisation and delivery of a wide range of face-to-face events and learning processes
- Any other tasks as they arise

We are looking for someone with:

- A keen interest in improving public services
- Drive, energy, enthusiasm and the ability to work both as part of a small team and independently
- Strong communication skills – on the phone, face-to-face and in writing
- Excellent writing skills, especially the ability to tailor written materials to audience and to make present research findings in engaging and useful ways
- The ability to conduct high-quality desk-based and practical research
- Excellent IT skills
- A strong academic record (graduate or due to graduate this year)
- A flexible and adaptable approach to work

Through this role you will have the opportunity to:

- Gain a better understanding of innovative approaches to public service design and delivery, especially in education, by working closely alongside the Directors and directly with a range of public sector clients
- Develop further your research, writing and communication skills and contribute to a range of tangible outputs (publications and materials, including online) that will be directly utilised in projects and made widely available
- Make a real contribution to the success of some exciting and important social projects
- Make connections in a range of public sector organisations

To apply:

Please send your CV, a covering letter and a short piece of writing (500 words max.) about a social or public service idea, issue, approach or project that interests you.

Please visit www.goddardpayne.co.uk for more information about who we are what we do.

Deadline for applications is 24th July 2009. Interviews will be held on 3rd and 4th August 2009.

Reply directly to Caireen Goddard, Director
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