

## SOIF Foresight Researcher and Project Manager

**Remote working | up to 37.5 hours per week | £12.50 - 20 per hour depending on experience**

School of International Futures (SOIF) is a young, dynamic not-for-profit organisation expanding quickly, *focused on making the world a better place in the future and passionate about the work we do.*

We are looking for a highly-organised, energetic researcher and project manager to support our work with international governments, NGOs and businesses to create better futures.

Our current work locations are London, Brussels and San Francisco; we will expect you to work remotely with scope to define your working hours. Find out more about us at <http://www.soif.org.uk>

### ***What we are looking for***

The ideal candidate will have demonstrable experience in managing and delivering a range of projects including research and event management. They will have experience in analysing data and producing reports, excellent stakeholder management skills and a high level of attention to detail. Experience in public policy, and/or the use of futures approaches such as trend analysis, horizon-scanning or scenario-building is preferable. You will be supporting the Programmes and Research Director in designing, resourcing, and overseeing project delivery.

You must be reliable, efficient, process driven, well organized, flexible, and enjoy the challenge of working in a small, fast-moving team in a dynamic environment, sometimes under pressure.

You will have a real commitment to our vision "*Individuals in organisations and communities across the world use strategic foresight to create a better future*" and appetite for getting involved in a start-up environment.

### ***Responsibilities***

1. *Research support. Provide research and analysis to support a range of futures and foresight projects*

- Provide research and analysis to projects using a mix of quantitative and qualitative tools: for instance, survey design, trend and driver analysis, scenario planning
- Design and delivery of futures projects working with the Directors
- Report writing, drafting briefs and conducting focused research on key topics
- Coordination of data research with internal and external staff, and designers
- Preparation of bibliographic and reference material
- Additional activities based on experience and skillset

*2. Project management. Provide support as required to both client-facing and internal projects including research and advisory projects, SOIF Retreats and events.*

- Working with the Directors and wider team to manage projects throughout their life cycle – including being client lead where appropriate.
- Contribute to project proposals, budgeting, planning and design of projects
- Be responsible for kick off and regular meetings for key projects working closely with internal and external teams to ensure delivery and manage risks and resources
- Take a leading role to help design and embed improvements to our CRM, data and system management

### **Qualifications**

- Experience in research methodology and its application
- Project management experience
- Self-starter, attention to detail and able to work to tight deadlines
- Strong analytical skills and ability to use popular statistical and academic software
- High level of proficiency in Microsoft Office and Google docs/sheets
- Fluent English-speaker and excellent written English (additional languages a bonus). Excellent communication skills, including with senior stakeholders across public and private sector

### **Desirable**

- Understanding of the use of foresight in a policy context
- Experience working in a start-up environment
- Experience in public policy, and/or the use of futures approaches

- Experience using both quantitative and statistical research

### ***Application***

We are looking for the right candidate who can start before 1<sup>st</sup> October. An initial 6-month contract is preferred with possibility for extension.

Interested candidates should submit a detailed covering letter and CV plus any relevant writing samples to: [kathleen@soif.org.uk](mailto:kathleen@soif.org.uk) by 21 September 2017. Interviews will be held by the end of September.