

Research Executive, Strategic Insight, at Eden Stanley

Role summary

Terms	4.5 days per week, permanent
Remuneration	£30,000 pa. base salary
Bonus scheme	Eden Stanley's discretionary bonus scheme as provided
Location	Hybrid: Eden Stanley's office in Shoreditch with some home working
Reporting to	Director of Strategic Insight and Planning

Eden Stanley

Eden Stanley is an insight, strategy and creative agency for the non-profit sector. We help charities and international NGOs win campaigns, raise funds and change minds. Among our clients are some of the world's best-loved, and most effective, non-profit brands.

Current and recent projects include a global audience strategy for **Save the Children International**, communications strategies for the UK's consortium of refugee charities, and audience engagement strategies for clients including **Mind**, **PDSA** and **Parkinson's UK**. Right now, we're exploring volunteer motivations within the UK's largest post-war volunteering initiative, and how to mobilise the public on the housing crisis for **Shelter**.

Our founder and principal consultant Joe Barrell is considered a thought leader. His most recent book, 'Who Cares?', set the template for much of the communications practice in the sector today.

We were established in 2011 and have grown every year in terms of our turnover and the scale and scope of projects we're delivering. We've become the 'go to' agency in our field. Now we plan to grow still further, while always retaining the rigorous and actionable approaches to insight, strategy and creative that make us unique.

You can find out more about us, our clients, and our work at edenstanley.co.uk.

Working with us

You'll be part of

- An expanding, friendly, switched-on team
- Exciting new projects coming through the door regularly
- A rapidly growing business
- Important projects that really make a difference in the world

Role purpose

The role of the Research Executive is to provide day-to-day support, co-ordination and delivery of first-rate research to ensure successful insight delivery for clients. You'll also contribute to the growth of Eden Stanley through new business development.

Key accountabilities

Tracking research

- Co-ordinate the monthly tracking research schedule, including updating questionnaires, checking online survey scripts, checking data and tracking fieldwork.
- Run monthly data preparation by cleaning data, running analysis, checking and quality assuring the research outputs.
- New member onboarding to the Tracker programme, ensuring new accounts are set up, inductions delivered and requirements gathered.
- Work closely with members to manage in-bound support requests, and keep members informed of new features, wave releases, and functionality.
- Manage new developments within the Trackers, such as addition of new subjects or data visualisations.
- Build and write reports from our Tracker data, including brand reviews and ad hoc analysis requests from members.
- Log and maintain records, provide ongoing quality checks, and look to monitor our processes to ensure that our work is efficient, compliant and constantly improving.

Research delivery

- Support the delivery of quantitative research projects, including questionnaire development, managing external suppliers, checking research scripts and checking data.
- Conduct data analysis and write research reports, working closely with colleagues and partners to shape a clear and compelling story from our data.
- Write research delivery briefs for suppliers, run briefing sessions and kick off new projects.
- Help plan and manage qualitative research projects, including developing discussion guides, liaising with external suppliers, and setting up studies in our online qualitative research platform.

Teamwork

- Support all areas of the business as relevant, and get stuck in. We are a small core team so everyone is welcome to participate in work at all levels.
- Participate in regular team meetings to coordinate activities and provide your expert input across the business.
- Participate in strategic planning meetings.

Person specification

Experience

- Experience in managing and delivering quantitative research, with some experience in research tracking desirable.
- Experience working in an agency / consultancy environment desirable.

Knowledge and skills

- Knowledge of quantitative research methodologies, and knowledge of qualitative methodologies desirable
- Forensic and thoughtful approach to research and insight, and the ability to construct a compelling argument.
- Excellent written and verbal communication skills
- Strong project management skills
- Strong Excel skills, and experience of IBM's SPSS or similar analytics packages

Personal attributes

- Stickler for quality, able to set and work to high standards
- Can work at pace, through quick decision-making and multi-tasking
- Natural problem solver, able to use initiative and find solutions
- Collaborative working style, and an ability to energise and mobilise colleagues
- Commitment to progressive values and to social justice
- A degree or post-grad qualification in a relevant discipline, and/or membership of a relevant professional body is desirable.