




Job Description & Person Specification

# Research Assistant





**‘The fruitfulness that changes lives and nations ripens in the valley of everyday, Monday to Saturday ordinary living.’**

Mark Greene, LICC Executive Director

## About LICC

We’re convinced of this: when all God’s people have eyes to see their full role in God’s rich purposes and are encouraged and equipped to do so, humanity flourishes and God is glorified. Missionally, pastorally, and biblically, whole-life discipleship is central to the plans and purposes of God.

Of course, we’re not alone in believing this. But we’re solely dedicated to igniting imagination and inspiring practice that releases the whole people of God for the whole purposes of God, wherever they are Monday through Sunday. After all, 98% of Christians spend 95% of their waking lives scattered in the world – in work and schools, streets and homes, in clubs and pubs, into extended networks of family, friends, colleagues, and neighbours.

We see ourselves as catalysts in this movement, igniting imagination and leading thought and practice in contemporary whole-life discipling. We seek to do so through our insights, research, teaching, consultancy, speaking, writing, resources, story-telling, and creative communications. We’re committed to doing so collaboratively, through the many partnerships we enjoy with people, networks, denominations, and churches across the UK.

Our focus now is on sustainable change over the long-term, in the UK church as a whole, in church networks and individual churches, and the lives of individuals, so we’re looking to a new season of research and resource development to support that. We need the right person on the team to help us do this well.

# Research Assistant

## Role Description

**Responsible to:** Managing Director - Mission

**Responsible for:** Supporting a range of LICC projects by writing, researching, fieldwork (e.g. interviews), analysing data, and coordinating workflows.

## Purpose

The role exists to support the reach and impact of LICC's mission by helping shape and deliver a range of projects across LICC's different areas of activity. Through your research, writing, and coordination skills you will contribute to the development of resources, capture insight and feedback from the development and delivery of our programmes, and support the integration of activity across our teams.

## Key Responsibilities

1. To assist in the oversight and execution of a range of research projects across the organisation, particularly:
  - coordinating research programmes and activities
  - undertaking fieldwork (e.g. interviews) for projects as directed
  - writing reports, case studies, and stories of impact
  - analysing and reporting on data.
  
2. To assist in the development of new programmes, particularly:
  - undertaking research to help develop programmes
  - supporting the evaluation of new programmes
  
3. To contribute to LICC's resources and activities through:
  - research and writing for print and digital channels such as *Connecting with Culture*
  - supporting the Creative Services team in managing the website, livestreaming and filming interviews and events
  - supporting project teams as required.

## Structure

This is a new role reporting to the Managing Director – Mission. The role has no line management responsibilities.

## **Person Specification**

We're looking for a person with great communication skills who is curious and has initiative. You'll need to demonstrate research experience (preferably primary and secondary, including fieldwork) and be educated to degree-level or equivalent. You'll need to be biblically literate with a keen interest in what's going on in the UK.

You'll love to write and be able to demonstrate your skills in different genres e.g. stories of impact, social media posts, report-writing. As well as excellent communications skills we're looking for someone who is organised and has good attention to detail.

To flourish in this role, you'll have to be flexible and approachable, with well-developed interpersonal skills. You'll be able to work well in a team as well as on your own.

You'll need to be competent with IT systems including Microsoft Office and willing to learn and use LICC's database systems. Experience with web or video editing is desirable, but not required.

You must have an infectious enthusiasm to help Christians be fruitful as followers of Jesus in today's world. So, you'll be motivated by our vision and our values, seeking to translate them into your work and support others in doing likewise.

## **Terms and Conditions**

This is a 12-month, fixed-term contract for a full-time role, though a 0.8 role would be considered. It is based in London with a full-time salary of £22,000. There are 25 days holiday p.a. with statutory holidays in addition. Three further days of holiday are given between Christmas and New Year. LICC offers a contributory Company Pension scheme, life cover, and an interest-free loan for the purchase of an annual travel season ticket. This post is subject to an Occupational Requirement that the post holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010. You will be expected to be available for occasional evening or weekend events. A 'Time off in Lieu' arrangement is in place.

## How to Apply

To apply for the role please email the following to Nigel Hall, Operations Director (nigel.hall@licc.org.uk), by **9am on 3<sup>rd</sup> June 2019**:

- A full CV and covering letter outlining your motivation and relevant skills and experience for the role.
- Details of three referees – one personal, one professional, and one from your church pastor/minister. References will only be sought should you be offered the role.
- Two pieces of writing, one of which should be a feature article or story about a Christian making a difference in their work context (max. 800 words). The other should demonstrate your writing skills in a different genre of your choosing (200-1,200 words). The pieces do not all need to be new work, but they should have been created in the last year.
- A one-minute video describing why you think equipping Christians to be fruitful in their everyday contexts matters in the mission of God.

If you have any questions about the role or about LICC don't hesitate to get in touch with Nigel by email (nigel.hall@licc.org.uk) or phone (020 7399 9575).

Applications close at 9am on Monday 3<sup>rd</sup> June 2019.

First interviews will be held on 19<sup>th</sup> & 21<sup>st</sup> June 2019 and second interviews on 2<sup>nd</sup> July 2019. Start date: 2<sup>nd</sup> September 2019.