



Research Assistant

Job Description and Person Specification

We're looking for a motivated individual who is passionate about mobilising social science understanding to enable organisations to deliver effective climate change public engagement. In addition to supporting our Research Team to deliver a range of strategic research projects, you'll be a critical part of our Germany Talks Climate project - an innovative communications project, which builds on the success of [Britain Talks Climate](#), within the German context.

This 16 month project will carry out original research to test and develop climate change narratives and approaches that resonate with a diverse range of German values and everyday concerns. Germany Talks Climate will be a shared, strategic resource for any organisation seeking to engage the public on climate change. It will be grounded in an interactive digital toolkit, with practical guidance and recommendations, and rolled out via a suite of proven stakeholder engagement activities that will build capacity, confidence and impact for key German climate change communicators.

Using your research and project delivery experience, you will be supporting Project Leads and Project Managers to design and deliver groundbreaking projects. You will help coordinate partner relationships, the planning and conducting of research plus dissemination of the findings, and integration with Climate Outreach's project management systems. We are looking for someone passionate about working with a range of stakeholders from across German society and who also understands - and is prepared to advocate for - principles of good social research. You will be detail oriented, highly organised and be flexible to applying your research skills and your project management skills to ensure the smooth coordination of research projects.

You will be based in Germany, and will be working largely with German partners but also with our UK-based team. There may also be opportunities to engage in research within other national contexts.

- Salary:** Starting salary £24,300.00 – £27,000.00 (FTE)
- Benefits:** If eligible, pension and enhanced parental leave pay, flexible working arrangements and 33 days of annual leave (FTE) and other benefits.
- Hours:** Full time (35 hours per week)
- Responsible to:** Research Engagement Lead
- Location:** Germany based (remote-working role)
- Right to work:** For this role, you need the right to work in the UK or Netherlands or in any of the EU member states.

Job Description

Research

Working alongside our UK-based Research Team, you will be involved in:

- Designing, coordinating, delivering (facilitating) and analysing qualitative research (in particular, focus groups/narrative workshops)
- Designing, coordinating, commissioning and analysing quantitative research (in particular, online surveys)
- Desk research, including the rapid analysis and assimilation of academic publications and policy/NGO reports
- Organise additional events as necessary as part of the research process e.g. training workshops and speaking events with guidance and support from the Operations Department.
- Ensuring GDPR, contractual, financial and ethical compliance in projects by following organisational established standards and policies with the guidance from the project managers.

Partnerships coordination

- Liaising with and supporting the Germany Talks Climate project's German partners to coordinate research activities in collaboration with the project managers.
- Liaising with other Climate Outreach teams and departments to ensure information sharing and collaboration on key research projects

Dissemination coordination

- Working with the Climate Outreach Communications team and project managers to design, deliver and promote project tools and resources
- Coordinating the production of any associated physical outputs, such as reports, and work with the communications team to ensure quality assurance of all outputs including proofreading, editing and liaising with our graphic designer
- Organising online and in-person interactive events including presentations, webinars, workshops and training activities with the Operations Department
- Coordinating any media promotion with the Communications Team

Project coordination and administration

- Participating in internal project coordination meetings with Climate Outreach Project Managers and Project Leads, to coordinate activities, monitor project risks and challenges, and adjust plans as necessary to ensure delivery on time and within budget
- Responsibility for managing all external coordination with Germany Talks Climate project partners, including coordinating and chairing regular project meetings to ensure project plans, budgets and timelines are followed using internally agreed project management procedures with the guidance and support from the project managers
- Ensuring accurate and up-to-date records of partner relations are kept using Climate Outreach's internal systems
- Managing relationships with service providers including seeking quotes, negotiating contract terms, and handling any payment issues with guidance from the Projects Manager
- Undertaking and/or coordinating Monitoring, Evaluation, Accountability and Learning activities with partners, as delegated by the Projects Manager. This may include designing and delivering monitoring activities to track project outcomes and impact
- Compliantly producing narrative funder reporting by liaising with internal and external stakeholders, and with support from the Projects Manager, Germany Talks Climate Project Lead and Climate Outreach's Senior Fundraising Lead
- Providing other support as necessary to the Projects Manager for undertaking project management tasks, particularly for interpretation of any German documentation.

Climate Outreach works with partners and contractors located in different time-zones. Therefore the post-holder may be asked to travel or work outside of core hours to support project delivery.

Person Specification

Essential:

- A desire to enable communities across Germany, the UK and other contexts, to recognise the importance of climate change to them
- Experience of all stages in the delivery of social science research projects, including planning, conducting, analysing and reporting
- Experience in coordinating projects with multiple stakeholders
- Experience of working in fast moving environments as part of a cross- departmental team
- Excellent time and task management skills and administrative skills
- Fluent in German and English at professional level
- A self-motivated worker equally comfortable being part of a larger team as well as working independently
- Demonstrable experience in problem solving and a results-oriented attitude
- Committed to personal professional development
- Demonstrable experience of working effectively with a remote cross-departmental team and comfortable working within organisational processes
- Interest in building public engagement with climate change and a commitment to the values of Climate Outreach (see below).
- Proficiency in office ICT including Google's G suite applications and CRM software e.g. Civi CRM.

Desirable

- Personal experience developing, promoting or advocating public engagement in climate change
- Experience working within German civil society organisations, communication or public research organisations
- A qualification in a relevant field
- Experience of organising training workshops, focus groups and/or speaking events
- Experience designing and delivering public presentations and/or training

Our values:

Collaborative

- We co-design work with partners and seek to equip others with expertise and knowledge. We act in service to others and the wider movement.
- We empower each other by working closely together in a supportive manner, sharing ideas and knowledge. We actively seek to work without silos and with flexibility.

People-centred

- We put people at the centre of the climate story, rather than science, technology, finance or policies.
- We treat each other with respect - as equals with concerns, hopes and aspirations.

Credible

- We are evidence-based and research-led. Evidence is our starting point, not an add on.
- We seek to live by our values, including by reducing our carbon footprint. We know this isn't easy but we do our best. Where we struggle, we are open and honest about that.

Integrated

- We act as a bridge between different sectors, disciplines and communities.
- We recognise that public engagement and the work we do is a part of the puzzle, along with the work by other actors in the climate sector.

Focused

- We focus on doing meaningful work that makes a difference to our mission. We seek leverage points in order to create systemic change.
- We recognise the tension between committing to our work and maintaining our wellbeing. We do not sacrifice the wellbeing of staff to this value, because we recognise that happy staff allow an organisation to be dynamic and creative.

Diversity, equity and inclusion

Climate Outreach is committed to providing equal employment opportunity in all of its employment programs and decisions. We recognise that a diverse and inclusive movement is critical to solving climate change and that we must ensure that those directly impacted – particularly those who have been excluded in the past – are at the centre of the movement for change.

We do our best to make staff positions accessible to all potential team members, regardless of race, colour, national origin, ethnicity, age, disability, assigned gender, gender expression or identity, sexual orientation or identity, religion or creed, veteran status, and marital or parental status. We strive to recruit team members from communities most impacted by climate change or impacted by other kinds of environmental, social, and economic injustice. We therefore strongly encourage applications from people of colour, women, LGBTQ people and members of marginalised communities. Climate Outreach Oxford Office is wheelchair accessible.

If you are invited to interview for the position, do let us know if you would like any carer's costs that you incurred due to attending this interview to be reimbursed.

Interviews will be carried out remotely due to Covid-19.

How to apply

How to apply: To apply please complete our application form as well as our optional diversity, equality and inclusion monitoring form and email to recruitment@climateoutreach.org with the job title as email subject. If you are an internal applicant, you don't need to fill the diversity, equality and inclusion monitoring form.

Application deadline: 10am BST, Monday 12th July

Interviews: The interviews will take place during w/c 12th July. The interview will include an exercise to complete. Interviews will be carried out remotely due to Covid-19.

Start date: The role is envisioned to start as soon as possible.