



Research & Project Co-ordinator Full-Time Post

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Working at CUREE

Overview

CUREE is a research and development organisation, working mostly for public sector clients in education. Our job is to make research and evidence about teaching and learning useful to teachers and policy makers. This includes:

- Carrying out research ourselves
- Using research conducted by others as the basis for resources to improve teaching, learning and assessment in schools and colleges
- Direct professional development and training of teachers and other practitioners

Our clients might be individual school leaders, whole schools or colleges or school groups, as well as other organisations in the public, private and third level sectors who work with children and young people. We work with clients from across the UK, and increasingly, internationally. CUREE staff will usually work on a number of projects, and with a range of clients, at any one time. For examples of current projects we're running, see our website: www.curee.co.uk. The work is very varied and offers opportunities for personal and professional development.

The Team

CUREE has a small core team based in Coventry extended and enhanced by associates, some of whom are long standing contributors integrated into the team. At any one-time CUREE is about 18 strong. Associates are home based in the main. As a small group we need little formal internal structures or hierarchy though you will have a line manager who will, amongst other things, conduct your reviews and support your professional development. CUREE will generally be working on around a dozen projects at any one time and an *ad hoc* project team will be put together to work on each project. Projects usually have a director and a co-ordinator. The co-ordinator will usually be drawn from the content team, each

of whom will co-ordinate at least one project. So team members will typically be working simultaneously on two or three project teams and managing multiple deadlines.

Most staff are graduates and have a professional background from teaching, research, policy, information science, journalism and marketing. We pride ourselves on our flexibility; of the staff and their response to new challenges, and of the organisation in accommodating family friendly working patterns. People might join us with very specific skills or experience, but we expect them to become multi-skilled and we are committed to helping them become so. No-one says 'I can't do that' but someone might reasonably say 'I can't do that **yet**'.

We are looking to recruit someone to the team as either an Assistant who has the capacity to grow into a Research Co-ordinator, or a Research Co-ordinator who has the capacity to grow into a Research Manager. We provide a good deal of training and support to enable everyone to develop to their full potential. As a small organisation we are not bureaucratic, and we fit roles and job descriptions around colleagues' talents wherever possible. Broadly speaking, Research Assistants will co-ordinate small projects, whilst Research Co-ordinators will have responsibility for co-ordinating an area of CUREE's ongoing work, plus larger projects.

Practical Details

This job is based in our Coventry office, within easy walking distance of the rail station. As part of this role, you might get to do some travel within the UK from time to time. Most of the work happens within regular office hours, but occasional early starts, late finishes and weekend work may be required.

CUREE is a business environment, and you may be involved with client meetings or training workshops. We don't expect staff to be in a shirt and tie every day, but we do ask you to be relaxed but professional in your manner and dress.

The Role

As research and project co-ordinator you will have two key areas of responsibility – co-ordinating some of our projects and supporting our researchers.

Research	Research Co-ordination and/or Assistance
<ul style="list-style-type: none"> • contributing to project design and reporting • supporting questionnaire design, recruitment and management • carrying out telephone interviews • carrying out field visits to gather information • extracting evidence systematically from diverse documents • analysis of data • coding, entering and editing field and survey data in a variety of database formats • tracking down information and sources of 	<ul style="list-style-type: none"> • project planning • supporting the project manager and/or director in ensuring that projects run effectively and efficiently in accordance with the project plan • using planning tools and research instruments to enable people to work together smoothly and efficiently • progress tracking and monitoring and completion of monitoring documentation, in order to identify and tackle potential issues and challenges

<p>evidence</p> <ul style="list-style-type: none"> • matching research resources to practitioners' interests and needs • maintaining and, over time, developing CUREE's data base of references • knowledge management within projects to ensure information is retrievable effectively and efficiently • developing recoding systems for searches and texts for reviews • supporting the maintenance and development of databases • referencing 	<ul style="list-style-type: none"> • monitoring expenditure against budget for individual projects and highlighting issues which need to be addressed to remain in budget • client liaison on a day to day basis • chasing/expediting actions to ensure successful project completion • preparing for, contributing to and following up on decisions from progress meetings • ensuring information about projects are kept up to date on the website, including links to published resources
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In addition to these key responsibilities there will be some other areas of CUREE's infrastructure for research for you to get your teeth into:

- preparing web and/or print ready text (especially research summaries) in a range of formats for different audiences
- supporting the preparation of distance learning and training materials, research summaries and online research-based tools and resources
- editing and proofing complex reports, reviews and proposals
- organising events and meetings, including focus groups
- general correspondence (e-mail, snail-mail, telephone etc) with clients and the team in accordance with timeframes set by the activity
- adding and updating material on the CUREE websites
- organising and participating in CUREE's presence at exhibitions and other f2f marketing/sales
- organising, drafting and distributing eshots and other sales/marketing activity
- carrying out market research of a variety of kinds
- co-ordination and drafting of press releases and ensuring they are published on schedule
- helping to formulate the Company's marketing strategy and identifying potential marketing and/or PR opportunities.

Research Co-ordinators and Assistants will be involved in very similar kinds of work. But Co-ordinators will be expected to take more complete responsibility for the various activities described. This will also often involve working on larger and more complex projects, and/or a greater number of different projects.

All staff are expected to work collaboratively as part of a team and to undertake other duties appropriate to their post's grade and nature. There is an expectation that staff will seek actively to learn with and from colleagues and to stay up to date with developments relevant to their work. There is also a requirement to apply our quality standards and follow administrative procedures such as;

- maintaining computerised, manual and archive filing systems;
- tracking and monitoring work in progress;
- careful record keeping; and
- maintaining charging records e.g. timesheets.

Person Specification

CUREE colleagues work to very high standards. Here is a list of where we expect you to be after working with us for a year. At the start we hope you'll have many of the attributes described below, and an enthusiasm for acquiring the rest.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • good general standard of Education including: • 5 GCSE (or equivalent) including Mathematics & English Language Grade A-C • 3 A levels or vocational equivalent. • a degree or relevant work experience 	<ul style="list-style-type: none"> • Masters-level degree or higher level equivalent • business qualification level 4 or above
Knowledge	<ul style="list-style-type: none"> • awareness of the key characteristics of the UK education systems • general grasp of the principles and practice of marketing and promotion • broad understanding of the features and functions of web-based systems and applications 	<ul style="list-style-type: none"> • extensive understanding of the UK education systems • experience working with education providers in the UK or overseas
Experience	<ul style="list-style-type: none"> • working in an office environment • working to high quality standards and to tight deadlines • writing for specific purposes 	<ul style="list-style-type: none"> • experience of working in a project-based environment
Personal attributes	<ul style="list-style-type: none"> • a thirst for learning • optimism, cheerfulness and an ability to work collaboratively with others • honesty and a capacity for honest and reflective self-appraisal • an interest in project/business management and research 	<ul style="list-style-type: none"> • ability to take initiative to function with strategic rather than day-to-day supervision
Skills	<ul style="list-style-type: none"> • good written and oral communication and interpersonal/persuasion skills • good personal organisational and time-management skills • awareness of others' perspectives and ability to work effectively as a contributor to a team • ability to represent the company positively, accurately and courteously 	<ul style="list-style-type: none"> • ability to communicate persuasively through electronic and social media and on the phone • writing for a variety of audiences • understanding of how to kick start and organise your own learning

	<ul style="list-style-type: none"> • flexibility and ability to multi-task • meticulous attention to detail • ability to identify and solve problems with guidance from others • ability to take intelligent initiatives • ability to work effectively with others via email, telephone and in person 	
IT Skills	<ul style="list-style-type: none"> • familiarity with Microsoft Word, Excel and Outlook • sourcing information using the web and web-based databases • familiarity with electronic file management • experience of maintaining web content, using Drupal, Wordpress, Joomla or similar system • experience of the Google Suite 	<ul style="list-style-type: none"> • confident user of Microsoft Word, Excel, Outlook and internet • confident in electronic filing • familiarity with PowerPoint, spreadsheets and databases • advanced experience of designing and maintaining web content, using a CMS • familiarity with Mailer Lite

Terms and Conditions

This is a full-time post with normal hours of 37.5 per week. Holiday entitlement will be 20 days per year (rising to 25 after 5 years) in addition to bank holidays. Salary for Research Assistants will start from £16,000. Salary for Research Co-ordinators will start from £19,000. There will be scope for varying salary for either role depending on prior skills and experience. The salary for all CUREE staff rises in quarterly stages dependant on progression within the role in the first year. The company's auto-enrolment pension scheme is in place with an initial 3% contribution from both the employee and the employer.

How to apply

Please complete and return the application form electronically by email to niamh.mcmahon@curee.co.uk. You can download a copy of the application form from our website here <http://www.curee.co.uk/publication/application-form>. The closing date for applications is **18th January** and interviews are provisionally scheduled for the week commencing 21st January. For further information please contact Niamh Mc Mahon at CUREE on 024 7624 3717 or by email.