

Research Assistant, Training & Development

Job Description: September 2021

- 14 hours per week
- 6-month contract
- £20,000 pro rata

About HCF

Hertfordshire Community Foundation is the natural port of call for grant making and philanthropy in Hertfordshire and supports voluntary and community organisations across the county. HCF provides a professional service to support donors to achieve their local charitable giving objectives. Since 1988 HCF has distributed more than £12m in grant aid and has supported over 1,000 charitable groups. Additionally, HCF provides training and development support to the voluntary sector through HCF Training & Development.

HCF Training and Development currently provides workforce development and capacity-building for the voluntary sector.

The role

We are currently seeking a highly motivated and committed **Research assistant** to support HCF Training & Development on a 6-month project to survey the VCS Workforce in Hertfordshire, as part of a programme of work commissioned by Hertfordshire County Council. This role is being offered on a 6-month contract, 14 hours a week.

The survey has been commissioned to better understand the Hertfordshire Voluntary sector and provide much needed data to understand the types of Workforce composition and key roles in the sector, alongside staff turnover and recruitment data. We would also like to extend the survey to look closer at the volunteer workforce and trustee boards, and to look at the diversity and its inclusivity. We believe that this data will be vital to local organisations who want to drive change in their workforce and to give a realistic snapshot of the Hertfordshire VCS Workforce and can be used by HCC to support its understanding of the sector and in its strategic planning.

This is an opportunity for you to play a pivotal role in making this survey a success and to work on the project from start to finish, from creation to data analysis.

The ideal candidate

We are looking for someone who is organised and with strong communication skills, who is confident in speaking with people. We are small team, so you will need to be a team player, who is able to take the initiative and manage their own workload.

You will have need to have an attention to detail, with strong administration and research experience, with knowledge of the local VCS sector in Hertfordshire.

Together with your ability to think strategically and creatively you will ensure HCF Training and Development continues to improve its engagement, so that we can reach as many organisations as possible whilst producing this survey.

Key responsibilities

Stage One: Research and data collection

- Data collection using the charity commission website, Salesforce, and our mailing lists to collate contact details for wider Herts VCS Sector, using excel to analyse data

- Support the T&D Project Manager in the design of the survey and testing ease of use
- Ensure our processes are GDPR compliant and that the survey is in line with data protection regulations
- Maintain accurate and complete records of our process

Stage Two: Promotion and client support

- Support the promotion of the survey through building relationships with local CVS and infrastructure organisations
- Proactively contact organisations directly by email/telephone to promote the completion of the survey. Monitor engagement and provide data to Project Manager where needed.
- Provide client support for completing the survey, answering queries by email and telephone.

Stage three: Data analysis and reporting

- Once the deadline has passed for completion, work with the project manager to analyse the data and produce the key findings for the survey report
- Support the Project manager in the design and copywriting of the report
- Update website and support Project Manager to publish the report, disseminating the information to all stakeholders.

Essential experience includes:

- Knowledge of the Hertfordshire voluntary sector
- Experience in using Microsoft Excel and Office
- Confidence in using the website for research purposes
- Copywriting experience

Desired skills include:

- Ability to work independently
- Strong communication and interpersonal skills
- An ability to think creatively and innovatively
- A strong interest in supporting the voluntary sector
- Strong commitment to the values of HCF, including equality and diversity
- Excellent organisation and time management skills

For further information

For an informal discussion and to find out more please contact Louise Marron, Project Manager, HCF Training & Development, on 01707 280332 or email on louise.marron@hertscf.org.uk

To apply

Please send a copy of your CV and a covering letter outlining why you think you are suited to this position and what you can bring to this role to:

Louise Marron, Project Manager: louise.marron@hertscf.org.uk

Deadline: Friday 24 September 2021

Interview date: Thursday 30 September 2021

Start Date: Position available now