

Project Consultant

Starting salary £31,500 p.a, plus bonus potential, London travelcard. Opportunity for national and international travel. Full Time, Part Time, or Job Share.

Location: London (multiple flexible office spaces). Scope and responsibilities of the role, and location, can be tailored for the right individual.

Envoy Partnership's mission is to empower our clients to measure, demonstrate and enhance their social, economic, and environmental impact. We work in an exciting, fun, and dynamic client-facing environment. We use tools such as *Social and Economic Impact Evaluation*, *Cost-Benefit Analysis*, *Social Return on Investment*, and *Theory of Change* to help a diverse range of private sector, public sector, and not-for-profit organisations to understand, measure and communicate their social and economic impact.

Envoy are seeking an ambitious, disciplined, and talented individual to deliver research consulting projects, in the UK and internationally, and to help grow the organisation's capabilities to deliver high quality actionable evidence.

The Project Consultant will have a passion for developing and using research to help organisations to improve their practices and demonstrate social, environmental, and economic impact. They will have the opportunity to design and manage research projects; deliver quantitative and qualitative research across a wide range of environments and communities; develop the data analysis, data collection tools, and client reporting on projects; and help manage relationships with clients and partners. They will have the opportunity to grow with the business, be trusted with managing clients and partners, and ideally will progress to manage project teams. Training will be provided for professional development needs.

Key responsibilities

- Plan, conduct and analyse quantitative and statistical research, ideally using Excel, and possibly other software
- Plan, conduct and analyse secondary research, including social, economic, and policy research
- Develop new surveys (in online and offline formats), data collection frameworks, and data analysis tools
- Plan, conduct and analyse qualitative research with a range of audiences, beneficiaries, and target groups
- Write and produce effective research reports, high quality data graphs, graphics, and presentations
- Help manage multiple client projects and planning for clients
- Present effectively to clients, partners, and their service users
- Enhance our core research practices (quality of survey design, statistical analysis, quality of qualitative research)
- Support our business development and communication efforts
- Help lead junior or associate researchers
- Provide progress reports and updates

Attributes

- Disciplined, professional, works with integrity and openness
- Comfortable working flexibly, remotely or in dynamic office environment, with a team, or independently
- Enthusiastic about the challenge of delivering high quality research with actionable results for clients
- Innovative, solutions-focused, and pragmatic
- Passionate about making social and economic change happen for organisations and communities
- Familiar with diverse ways of collecting, analysing, and presenting data

Send CV and covering letter to apply: info@envoypartnership.com - view more at www.envoypartnership.com