

Centre for Local Economic Strategies (CLES)

JOB DESCRIPTION

Position:	Researcher / Senior Researcher (Full Time)
Reports to:	Associate Director
Prepared:	November 2019
Salary	£19,000 - £37,000

MAIN PURPOSE OF JOB

To deliver policy, research, membership, consultancy and advisory work for the Centre for Local Economic Strategies (CLES). In doing this, you will contribute to the success of the Centre. In addition, the Senior Researcher will play a role in generating new income and project management.

DUTIES

- ☐ To deliver services to our client/member base with publications and tailored research activities.
- ☐ To assist in winning work through soliciting and responding to invitations to tender and developing relationships with CLES clients, members and research foundations.
- ☐ To deliver work under the direction of others, by:
 - conducting interviews
 - facilitating focus groups
 - facilitating workshop sessions and organising events
 - analysing and interpreting findings
 - undertaking data and impact analysis
 - report writing
 - delivering presentations
 - any other methods appropriate to the work
- ☐ To support the organisation in delivering events and training.
- ☐ To represent the organisation at external events through contributing to debate.
- ☐ Any other duties as requested by the Chief Executive and senior management team. There will be occasional work and travel outside of regular working hours.
- ☐ The postholder must carry out his/her duties in accordance with the Centre's Equality, Diversity and Inclusion Policy.

The senior researcher must also:

- ☐ Assist in identifying and developing opportunities for new income generation through developing your own relationships and networks.
- ☐ To assist in the project management and the delivery of work, including:
 - To deliver work as a Project Manager as well as part of a wider team
 - Budget control
 - Timetable and deadlines
 - Client relations
 - Ensuring quality