

<b>Job Title</b>	Researcher (Public Relations)
<b>Department</b>	Communications Team
<b>Position Type</b>	Volunteer (minimum 1 day per week – flexible hours/days)
<b>Reports to</b>	Director of Brand & Communications
<b>Location</b>	Remote working (time zone: BST +/-2)

### **Purpose of Role**

The scope of the role is to:

- carry out research work (ranging from existing online and internal sources, and fresh research such as interviews and surveys)
- collate, interpret and format data and information for different purposes
- create presentations

Please note: this is mainly a data & research role.

The role will support the Brand & Communications team.

The role will be required to support and manage (but not exclusively) the delivery of reports, story-telling for campaigns, graphical and social media content and press information.

### **Key Responsibilities and Accountabilities**

Responsibilities of the role will evolve with the changing needs of the team:

- Delivery to a high standard of research projects and tasks as set by the Communications Director to meet departmental deadlines.
- Attention to detail to ensure accuracy of data and in its presentation.

Person specification - Skills and experience		
Area	Critical	Desirable
Qualifications	<ul style="list-style-type: none"> <li>▪ Currently in higher education in a subject requiring academic research utilising data.</li> <li>▪ High school mathematics qualification.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or higher.</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>▪ Proficient in use of Microsoft Office suite (particulary Excel and including Word and Powepoint).</li> <li>▪ Strong arithmetic skills (particularly in basic statistical mathematics, such as basic percentage calculations, and drawing of graphs and tables).</li> <li>▪ Has a detailed and process driven approach.</li> <li>▪ Has initiative.</li> <li>▪ Team player.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to identify PR value / narrative potential in data; and conversely data that will support PR narratives.</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>▪ A good knowledge of computer software programs including Microsoft Office 365 Suite.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience in carrying out interviews.</li> <li>▪ Experience in creating and organising surveys.</li> </ul>

Personal Qualities	
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>▪ Embraces diversity and displays respect and loyalty to colleagues, the organisation and leadership team.</li> <li>▪ Engages effectively, and is helpful and supportive towards others.</li> <li>▪ Highly collaborative, taking the time to engage with team members.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Reliable and committed to success of the team.</li> <li>▪ Embraces change and is adaptable.</li> <li>▪ Able to multi-task and willing to take on additional roles and tasks.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▪ Good communicator at all levels, approachable</li> <li>▪ Open and transparent and maintains trust and confidentiality</li> <li>▪ Embraces and absorbs new information</li> </ul>
<b>Motivation &amp; Drive</b>	<ul style="list-style-type: none"> <li>▪ Self - motivated and proud to be part of the experience</li> <li>▪ Demonstrates enjoyment in their work</li> <li>▪ Professional, polite and approachable manner</li> <li>▪ Positive attitude and optimistic</li> <li>▪ Passionate about the delivery of amateur MMA / sports development</li> </ul>