



Research & Project Manager

About the Role

This role is at the heart of our work to better understand and analyse populism within Europe. Leading The Democratic Society (Demsoc)'s element of the PaCE project (Populism and Civic Engagement), the successful applicant will be focusing initially on supporting research and wider collaboration with partners in the first year, prior to spending the second and third years extending the research and integrating this with an allied public engagement workstream.

This role will suit a proactive self-starter with outstanding analytical and research skills who wants to be at the forefront of the debates on populism that have emerged over the last decade. Activities will include creating and evolving scenario planning and futures research, conducting simulations and undertaking a range of data mining and analysis from public datasets, alongside expanding Demsoc's own research and evaluation capacity and practice.

With a specific interest in illuminating the causality of populism, the successful applicant will be able to communicate these findings in a simple, effective and easily understandable fashion. A good knowledge of project management will be key to success, but Demsoc is especially interested in researchers and data analysts who can get under the skin of such a broad topic, using evidence and analysis to further public understanding.

This role will be based in Brussels (with an option to work from Berlin) but will link closely to our other office hubs in the UK and Italy and will contribute to wider projects across the team.

Responsibilities

You will help to deliver and drive Demsoc's contribution to the PaCE project and promote and secure Demsoc's own approach to research and evaluation. In particular, through:

1. **Analysis & research**, such as:
 - raw data analysis, identifying and managing a research process that is underpinned by reputable, high quality data sources and publicly understood methodologies of analysis.
 - comprehensive quantitative and qualitative research - an ability to undertake and to integrate research from either is important, as is a commitment to high research standards.
 - data visualization or the management of visualisation processes that can be used to aid in the public explanation of research.
 - evaluation and quality control of research products and processes.
 - trend analysis and the use of foresight techniques.

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- consistently high research ethics, including operational transparency and public explanation of research fundamentals.
2. **Project delivery**, such as:
- specialist delivery on participatory and co-productive activities, including designing materials, delivering events and producing reports on the outcomes of the processes.
 - facilitating deliberative activities, and creating environments that allow civil dialogue and input from all participants.
 - research and analytical activities, including designing and running focus groups, context analysis and desktop research.
3. **Project collaboration and engagement**, including:
- working with a wide range of project team members from both internal and external organisations.
 - liaising with the academic sector in general.
 - liaising with partner organisations and stakeholder groups to ensure that the delivery of the project is open and inclusive.
 - linking with a range of organisations and bodies to learn from others as well as sharing our learning.
 - making the best use of digital technology to distribute, promote and provide a platform for work generated by project participants and drive audiences to engage with our work digitally.
 - alongside our senior team, devise wider projects and programmes of activity that contribute to our organisational values, goals and objectives.
4. **Project management**, including:
- To provide information for project documentation regarding the planning, delivery and outcomes of our projects for a range of stakeholders.
 - To ensure projects are delivered to the required level of quality and defined timescales.
 - To support Demsoc in the planning and execution of other projects, identifying any risks that are likely to affect delivery of project objectives and to be part of the risk reduction process.
 - Assist in the analysis and evaluation of our projects.

Key Competencies

Research: you are an independent researcher with the training, integrity and credibility to lead a high profile, key project for Demsoc.

Evaluation: you have a good understanding of evaluation techniques and good practice, and you support and cultivate a culture of evaluation within organisations.

Initiative: you can organise your own workload to meet business needs, using initiative to independently respond to unanticipated problems or situations.

Team work: you work collaboratively as part of a team to deliver a service to others.

Equality: you support and protect equality and diversity and respect customers, clients and other members of staff regardless of gender, age, disability, sexual orientation, religion or ethnic origin.

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Customer service: you work with a focus on delivering services to clients, acting with integrity and respect on behalf of the organisation and honouring confidentiality.

Problem solving: you have strong problem-solving skills with the ability to anticipate issues and resolve matters independently, developing sound pragmatic solutions.

Strategy: you ensure that at all times your work informs, reflects and supports Demsoc's prevailing aims and objectives.

Person Specification

The ideal applicant will be an analytical and inspiring colleague and someone who takes pride in their ability to create and manage first class research outcomes and products. They will be organised and focused on detail, taking responsibility for managing their workload and will be enthusiastic about working collegially within the organisation and with partners. Unafraid of public communication and engagement, they will also have a commitment to reporting in an unbiased and politically neutral manner.

For this role, it is essential that candidates have direct experience of qualitative or quantitative research projects. A background delivering research projects for an international institution would be advantageous, or working within an NGO, government or academic institution with direct relevance to this post. The primary emphasis is on data analysis, research and evaluation. However, the successful candidate will likely be able to demonstrate understanding and experience of various techniques for scenario planning and more strategic analysis and planning.

The project will broaden out to include public engagement workstreams – the successful applicant will be able to show how they will support these, including the operation of localised events across a range of countries, as well as the interplay with social media campaigns and activities.

Demsoc is an equal opportunities employer and welcomes all suitably skilled persons regardless of their race, sex, disability, religion/belief, sexual orientation, education or age.