



# Social Justice Researcher

**Role Type:** 12 month fixed term contract

**Salary:** 25k pro rata

**Days:** 5 days per week

**Start Date:** September 2021

**Location:** Home working and London office base

**Application Process:** Please send your CV and a short note (around half a page is great, one page maximum) on what drives you and what relevant research experience you have to [angela@tenyearstime.com](mailto:angela@tenyearstime.com) by 12noon on Monday 10<sup>th</sup> August 2021.

**Interviews:** Short phone interviews will take place during August, and longer second round interviews will take place week on Wednesday 1<sup>st</sup> September 2021, followed by a short written assignment. We will pay a stipend of £100 for anyone asked to join a second round interview.

Ten Years' Time is a philanthropy consulting firm. The organisation's core business is working with philanthropists to help them become experts in the cause areas that they care about. This can include mental health, young people, drug and alcohol misuse, women's rights, older people and climate change.

We are looking for someone who is a keen researcher - who likes learning about new topics and presenting information back in written documents and in-person briefings. We are looking for someone who is passionate about social justice and has a particular interest in, and knowledge of, both racial equity and climate justice.

They will have three key aspects to their work:

1. Supporting the business to work with philanthropists to embed findings and recommendations based on our research;
2. Shadowing the consultancy team and taking notes from expert meetings that they lead;
3. Undertaking research to prepare briefings on individuals, topic areas and organisations that the team is meeting with.

We value lived experience as much as professional expertise in hiring for this role. We really don't mind what the work background of our candidates are, and experience is less important than attitude. Being able to undertake research, process information and write clearly are the key skills that all candidates must have for the role. Beyond that we are looking for someone who is kind, who cares and who brings passion to the team.

*Updated July 2021*



For the right person this will be an amazing experience that allows them to learn as they work and accelerate into a space where their knowledge and insight is directly impacting how millions of pounds of philanthropic capital is spent.

The role will cover:

- **Undertaking research** - preparing comprehensive research reports on areas of interest for our clients that contain relevant and up to date information as well as research for the writing project we are supporting as a firm;
- **Updating clients** - preparing regular updates for clients on trends and new research;
- **Preparing for meetings** - creating outreach lists and profiles for a variety of communities, frontline workers, NGO leaders, philanthropists, data experts, policy makers, corporate leaders and scientists we may be meeting with;
- **Attending meetings** - taking detailed notes at meetings with clients and writing these up;
- **Updating databases** - using our databases to ensure that we maintain up to date and accurate records of our contacts and relevant actions;
- **Helping analyse opportunities for philanthropic capital** - sharing your thoughts and ideas on how our clients can make a difference based on your insight and what we hear;
- **Working as part of the team** - you will be expected to chip in on other areas of the business and this may mean working on other projects at times;
- **New Project Support** - you may be asked to support with the administration and coordination of new projects as part of this work.

We are looking for someone who has the skills, knowledge and experience outlined below:

- Is able to put people and the communities that they live in at the centre of their thinking and their work;
- Is a keen researcher, likes learning about new topics and presenting information back in written documents and in-person briefings.
- Has a keen eye for detail and is able to write well, present well and communicate complex information in an accessible way;
- Is able to update and maintain a range of databases to support us with our work;
- Works well in a small team and can work independently with guidance and support.

We are a part of the 2027 Coalition to support people from working class communities into decision making roles in the philanthropy sector and are intent on making our office a great place to work and being an inclusive employer.

*Updated July 2021*