**Assistant Researcher (economist track)**

We are looking for a highly skilled and talented individual to join the economic policy team at the New Economics Foundation. The role will be primarily focused on problem orientated research and policy development, within small project teams of 2-3 people. Strong quantitative skills are of particular importance, including proficiency in excel and introductory level knowledge of key economic policy debates in the UK. There will also be an expectation to support NEF staff on a number of other admin and logistical based task, including in supporting the organising and running of events.

This is a permanent contract with a probation period lasting six months.

***Responsibilities***

This role will provide research and project support across a number of programmes within NEF’s economy team. Where necessary, this role will also support projects across other thematic areas at NEF as well. Specific responsibilities of the role include:

**Research and policy development**

* Conducting high-quality research with policy relevance, in particular in relation to fiscal policy (including tax policy and social security) – and macroeconomics (including monetary policy, finance and labour markets).
* Relating research and analysis to policy questions, identifying the policy implications of findings and working with colleagues to develop creative but workable proposals.
* Creating and managing data sets as well as drafting and editing research, policy documents, literature reviews and blogs.
* Assisting senior staff in developing new fundraising proposals on economic policy issues.

 **New economics in practice project work**

* Supporting work with people who have been worse affected by our failing economic model, and drawing on the findings of NEF colleagues who use a mixture of methods to support communities to make their voices heard.
* Supporting partnership work with local organisations striving to build the new economy.

**Administrative and organisational work**

* Providing high-level project and administrative support to senior research staff.
* Undertaking research administration (e.g. coordinating meetings/surveys/focus groups/travel), administrative support for funding bids/proposals, and budget and financial management (e.g. setting up and maintaining appropriate electronic/hard copy records).
* Organising events in line with project work.

 **Profile and external relationships**

* Relating productively to people in the worlds of politics, business and academia as well as colleagues within NEF.
* Developing an initial network of relevant contacts – in particular in the areas relating to one or more areas of fiscal policy or monetary policy – and maintaining relationships with existing funders, and assisting senior staff with fundraising where appropriate.
* Assisting with the dissemination of NEF’s work; organising and facilitating events and conferences; and writing external communications such as project updates, newsletters, articles and blog pieces, press releases and website content.

***Person Specification***

**Essential skills and experience**

* An understanding of current macroeconomic and fiscal policy debates, but more importantly, demonstrable energy, interest and desire to learn more in these fields of research and policy making.
* A degree or equivalent level qualification in economics, or in a subject with knowledge and skills applicable and transferable to economics, or equivalent training and work experience.
* Proven skills and experience in research and research methodology, and the ability to link analysis with current policy debates. This includes introductory level experience in using quantitative research methods, including in a general-purpose statistical software packages such as Stata, SPSS or R.
* Excellent writing skills, including the ability to write in a variety of ways (e.g. short, succinct pieces for press and NEF’s website, as well as detailed research reports).
* Good working knowledge of Microsoft Office and proficiency in organising and evaluating data using Excel.
* Ability to work effectively both independently, and in a team consisting of both internal and external colleagues, and ability to deal with conflicting demands in a high pressured environment when required.
* Excellent and demonstrable organisational and administrative skills, such as those required to support in logistical tasks and the organisation of events.
* Commitment to building the new, environmentally sustainable economy with redistribution of power and resources at its core.

**2. Desirable**

* Demonstrable ability in thinking creatively and ‘outside of the box’
* Knowledge of at least one area of research that NEF specialises in, such as housing, digital economy, social policy, environment or work and pay
* Experience of analysing large social science datasets, such as the Family Resources Survey or the Labour Force Survey, and/or knowledge of other social science data resources