



**research  
assistant and  
engagement  
officer**

# About Development Initiatives

Development Initiatives (DI) is an international development organisation that focuses on putting data-driven decision-making at the heart of poverty eradication.

Our vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth.

We provide rigorous information to support better decisions, influence policy outcomes, increase accountability and strengthen the use of data to eradicate poverty.

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**“At DI we constantly strive to make the best contribution we can to ending poverty, building resilience and ensuring that no one is left behind. We know that good data is essential to successfully and sustainably end poverty. We use our specialist expertise in data to bring forth information about people in poverty, where financing is going, what’s working, and whether those in greatest need are reached. We also play a role in improving the openness, quality and use of data. This is crucial for resources to be used effectively to address poverty and ensure that everyone is being counted.”**

**Harpinder Collacott, Executive Director, Development Initiatives**

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# Research Assistant and Engagement Officer

## Role content and purpose

This role will provide research and engagement support to the engagement team focusing particularly on our development finance and poverty work which provides objective evidence and policy, focused on improving the effectiveness of development finance to support the progress of the poorest people, those most at risk of being left behind. We engage across the world with decision-makers and strategic partners at all levels, from global leaders to local civil society, to ensure that no one is left behind.

Working in the Engagements and Partnerships Team, the Research Assistant and Engagement Officer will report to the Head of Engagement. The successful candidate will play a key role, working closely with senior team members, supporting high quality research and strategic engagement. They will support the development of influential, policy-relevant research and analysis as well as supporting DI's engagement with a broad and diverse range of stakeholders to strengthen impact and catalyse change.

The successful candidate will be passionate about international development, motivated, able to work independently with minimal support as well as in a team environment. The post holder should also be comfortable with a range of tasks from establishing and maintaining relationships with a wide range of stakeholders and partners, to organising travel and accommodation and putting together briefing packs for meetings.

[You can read more about our engagement & partnerships team here.](#)

## Duties and responsibilities

### Technical Duties

- Undertake short research tasks as well as supporting long term projects
- Building and maintaining relationships with relevant stakeholders
- Providing support to team members including supporting event organisation, logistics, meetings, etc.
- Coordinate briefings, talking points and presentations ahead of external meetings and support as required on organization of meetings
- Managing communication, maintaining and supporting systems to keep information and contact management systems up to date
- You may be required to travel internationally for short periods.

## Organisational responsibilities

- Develop and maintain effective systems ensuring these are consistent with DI's operational requirements and policies
- Provide vital administration and logistical support to ongoing project work

## General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of Company policies and procedures and legal requirements in relation to personal conduct
- Maintain personal professional development and personal development plans
- Be willing and committed to take on new work as and when required and to be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

## Person specification

Area		Essential/ desirable
Experience	• Engagement and networking experience with the ability to build and maintain strong and influential relationships with diverse stakeholders	E
	• Experience of working within the sector or within the political arena	D
	• Experience with digital technologies such as social media and customer relationship management systems	D
	• Experience of organising worldwide business travel, events, meetings and other engagement activities	D
Knowledge	• Knowledge of international development or a demonstrated interest in poverty-related issues	E
	• Strong knowledge of MS Office, especially Outlook, PowerPoint, and Excel	E
Skills and abilities	• Good communication skills, including experience of working effectively with diverse audiences and with the ability to communicate clearly and concisely to diverse audiences.	E
	• Strong writing skills and ability to produce short pieces of research synthesis quickly and present in an accessible way	E

	<ul style="list-style-type: none"> <li>• Excellent social and interpersonal skills with the ability to develop relationships with internal personnel and key external stakeholders</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Ability to work under pressure yet deliver on time with attention to detail and accuracy</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Strong time management and organisational skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Research and analysis (quantitative and qualitative) skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Excellent organisational skills including ability to work effectively, both independently and in a team, deliver on time with attention to detail and accuracy</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Language skills – excellent working knowledge of French</li> </ul>	E
Education	<ul style="list-style-type: none"> <li>• Bachelors degree in political sciences, international relations, economics or a related discipline or equivalent experience</li> </ul>	E
Personal attributes	<ul style="list-style-type: none"> <li>• Politically astute and engaged</li> <li>• A self-starter who can work independently and use their own initiative with minimal support is essential as well as being able to work in a team environment</li> </ul>	E

## Contractual details

Start date:	As soon as possible, depending on notice period
Location:	DI's Bristol office at North Quay House, Quay House, Temple Back, Bristol, BS1 6FL
Salary:	£20,000–£25,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

## Application details

Your CV (no more than two pages) and covering letter (one page), which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to: Connie Fitzgerald (Human Resources Officer) at [HR@devinit.org](mailto:HR@devinit.org), quoting ref: Res Assistant & Eng Officer in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 29 March 2020

First interviews: w/c 6 April 2020

## Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are unable to offer sponsorship for a work permit/visa application. Evidence of right to work will be requested.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our website at: <http://devinit.org/working-with-us/vacancies/>

## Working together

"People are our greatest asset" – it's a well-used saying, but at Development Initiatives, it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (empowering, transparent, innovative, agile, quality), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

	UK	US	East Africa
Informal work environment (e.g. casual dress)	✓	✓	✓
Pension scheme with 5% employer contribution	✓		✓
Flexible working arrangements (e.g. homeworking, flexitime)	✓	✓	✓
Healthcare scheme with employee assistance programme	✓		
Medical Insurance		✓	✓

Paid study leave and financial support	✓	✓	✓
Paid professional membership fees	✓	✓	✓
Buy/sell holiday scheme	✓	✓	✓
Cycle to work scheme	✓		
Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas	✓	✓	✓
Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people)	✓	✓	✓