



JOB DESCRIPTION

Analyst: NEF Consulting

As an analyst you will be a valued member of our consulting team delivering projects, winning work and providing impartial advice to clients. You will also be actively encouraged to share ideas about how we can improve our services and the way we work.

Key Responsibilities

As an analyst your key responsibilities will be:

- Gathering and analysing data (both quantitatively and qualitatively).
- Undertaking discrete pieces of research across economic, environmental, social and international development fields relevant to client projects.
- Drafting report contents and presentation materials to present findings to clients
- Supporting design and delivery of client workshops, focus groups and knowledge sharing activities (including internal and external training).

Supporting NEF Consulting's project managers with aspects of project administration such as preparation of client progress reports.

- Supporting NEF Consulting's bid managers prepare tenders to win new work.
- Sharing creative ideas and supporting development of NEF Consulting products, tools and internal processes.
- Assisting in the induction and integration of future analysts to the team.

Minimum (mandatory) criteria

To apply for the role we request that you have:

- An undergraduate degree (expected 2:1 or higher) in a social science, economics, research methods or sustainability related discipline.
- Experience conducting and analysing quantitative and qualitative research.

- Experience conducting secondary research; including synthesising multiple sources of information to critically evaluate the evidence base on a topic.
- Experience of communicating your research findings to non-technical audiences through high quality reports and presentations.
- Proficiency using advanced features of Microsoft Excel (e.g. Pivot tables).
- Experience of facilitating group discussions.

Desirable (optional) criteria:

- Masters or higher level qualifications in relevant fields (e.g. research methods).
- Experience of advanced statistics and/or econometrics, as well as analysis software such as SPSS or STATA.
- Experience using creative, participatory or other advanced group research methods.

Cultural fit:

We pride ourselves on our open and collaborative, but fast-paced working environment. It is therefore important that you are:

- Both a strong team player and self-starter who enjoys taking initiative.
- Comfortable working with minimal direction.
- Able to think analytically and creatively.
- Comfortable working across multiple projects, responding quickly to change and balancing rigour with practical solutions to meet tight deadlines.
- Keen to apply and develop your research (primary and secondary) and presentation skills and, over time, acquire additional skills fundamental to work as a consultant (e.g. project / bid management).
- Able to form strong working relationships with people from diverse backgrounds.
- Able to tailor your communication style to explain complex ideas to a range of (non-specialist) audiences.
- Easy going and able to have a laugh in the office!

Our offer to you:

Your career development is important to us. In exchange for your energy, enthusiasm and commitment we will give you, in addition to the agreed salary:

- A range of benefits including 28 days holiday, free gym membership, contributory pension, cycle-to-work scheme and Employee Assistance Programme.

- One-to-one support, mentoring and training to develop your research and consulting skillset and career within NEF Consulting.
- Dedicated training on core NEF Consulting methodologies such as Social Return on Investment (SROI) and Local Multiplier 3 (LM3).
- Access to a vast body of knowledge, skills and resources through NEF and partner organisation networks.
- Exposure to senior clients, industry stakeholders and thought leaders.