

Research Assistant

Job Description

Location: Work from home. The role may occasionally involve working from different locations. These will be discussed and agreed with plenty of notice.

Salary: £25,000 pro-rata

Hours: We will consider both part-time and full-time applicants

Closing date: We are shortlisting applications on an ongoing basis. Once we have a sufficient number of candidates we will close the advert. To avoid disappointment, please apply as soon as possible if you are interested in this role.

Introduction

Black Box Research and Consultancy is a growing criminal justice consultancy specialising in Force Labour, Criminal Exploitation and County Lines drug supply. We are actively engaged in providing Expert Witness Testimony, empirical research, training, and project evaluations.

We are deeply passionate about supporting victims and survivors of Modern Slavery and we have a number of upcoming projects that seek to improve outcomes for those affected, and support for those currently experiencing the Criminal Justice System. We are looking for an enthusiastic individual to join us as a Research Assistant in supporting our team in delivering these projects.

This is an opportunity to work for a young and growing company whose desire to help others extends to the needs of our employees. We want to ensure that you feel happy and engaged with us and ultimately, see this as a long-term career in which we can grow together.

Main duties and responsibilities

- Supporting members of the Black Box team on existing and future research projects in the field of criminal justice, particularly relating to Modern Slavery
- Generating and pursuing independent and original research ideas in the appropriate areas
- Developing proposals and applications for externally funded research
- Seeking opportunities for collaborative work beyond Black Box Research and Consultancy
- Planning and conducting research, designing research tools, analysing and presenting data
- Writing reports, blog posts, briefing papers, presentations, and website content
- Creating social media content

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required as part of the role.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A 1st or 2:1 undergraduate degree in a relevant field and/or an equivalent track record of relevant professional experience 	<ul style="list-style-type: none"> • A Master's degree in a relevant field
Knowledge and experience	<ul style="list-style-type: none"> • Understanding of the Criminal Justice System in England and Wales • Ability to write to an academic standard • Research experience in quantitative methods and analysis 	<ul style="list-style-type: none"> • A research background in Modern Slavery • SPSS (Statistical Package for the Social Sciences) • Evidence of academic and/or practitioner focussed publications
Skills	<ul style="list-style-type: none"> • Organisation, time management, ability to work to tight deadlines • Communication, networking and interpersonal skills • Excellent IT skills • Ability to demonstrate judgement in planning and carrying out activities • Ability to work independently 	<ul style="list-style-type: none"> • Social media and ability to design web content, e.g. blogs, surveys, polls • Ability to interpret, apply and communicate complex information

How to apply

Please send your CV and cover letter to dan@blackboxresearchandconsultancy.com

Other information

As our work pertains to the criminal exploitation of both children and adults, we are often subject to upsetting and disturbing material that may cause some vicarious trauma. In such an instance we will provide counselling, however we ask that you carefully consider this before applying.

We welcome applicants from all communities and we will consider applicants with criminal records.