

Project Coordinator – Research and Evaluation

Permanent: 39 hours per week

Salary range: £25,000 per annum, plus benefits

Based in Westminster

The Behavioural Insights Team (BIT) is looking for an exceptional candidate to join as a Project Coordinator to work in the Research and Evaluation team. The Research and Evaluation team works with each of our policy teams to test the impact of behaviourally informed policies in the UK and overseas.

The Behavioural Insights Team

The then Prime Minister created BIT in 2010 to apply behavioural science to public policy in the UK. In February 2014 we became a social purpose company, owned by the Cabinet Office, Nesta (an innovation charity) and our employees.

The Behavioural Insights Team works with governments around the world in almost every area of policy. Whilst the subject and output of our projects varies considerably, there are common threads: we try to understand the contexts in which people make decisions; we notice small details; we find out what has and hasn't worked before; we come up with innovative ideas for solving policy problems and we measure everything we do as robustly as we can.

As well as displaying professional excellence, BIT selects staff on the basis of our company values: always prioritising social impact; empiricism and humility; fresh thinking, collaboration; and public service.

Roles and Responsibilities

As a Project Coordinator you will be engaged in a number of tasks to support the successful delivery of a wide portfolio of projects. You will need to be flexible in your approach and be able to juggle competing priorities. This role offers someone an excellent opportunity to develop their organisational and project management skills.

Project Work

You will:

- ◆ Manage specific research activities and project tasks as required;
- ◆ Work with project leads and business support to ensure all contracts are properly set up and managed;
- ◆ Maintain and update project plans and documentation – liaise with the Project Manager and Project team as required;
- ◆ Coordinate a network of Research Assistants to carry out work across the UK in support of evaluation projects;
- ◆ Manage relationships with both external and internal project stakeholders;
- ◆ Respond to data requests and coordinate, monitor and organise incoming data;
- ◆ Stay abreast of the latest project related research and trends in order to inform current and future work; and
- ◆ Keep track of project milestones and budgets.

Pipeline Tracking and Business Development Support

You will:

- ◆ Work with the Chief Scientist to maintain accurate records of all potential projects in the pipeline on the company's central pipeline tracker list;
- ◆ Monitor opportunities for business development (e.g. new project tenders);
- ◆ Support the team to develop bids and proposals for new work; and
- ◆ Organise our presentation materials to ensure our most salient research is consistently presented to the relevant audiences.

Supporting the team

You will:

- ◆ Work with the Senior Research team to effectively plan and manage resources (e.g. highlighting where members of the team are over or under-resourced);
- ◆ Assist with diary management by organising team meetings, external visits and booking travel arrangements;
- ◆ Provide ad-hoc administrative support such as updating timesheets and project scheduling;
- ◆ Support preparation for client meetings and presentations (e.g. researching information, formatting data etc);
- ◆ Ensure file structures are organised; and
- ◆ Deal with expenses (as required).

Essential

- ◆ Strong communication and interpersonal skills – you must be able to communicate appropriately with staff at all levels;
- ◆ An understanding and/or experience of project management;
- ◆ Strong IT skills (Google, MS Office);
- ◆ A can do attitude and a willingness to be flexible;
- ◆ Self-motivated and proactive;
- ◆ Good organisational skills; and
- ◆ Attention to detail.

How to apply: To apply candidates should upload their CV and complete their application through Applied: <https://www.beapplied.com/apply/0IOzLonPGB>

Date of posting: Wednesday 15th February 2017

Close of Applications: Monday 6th March 2017

Interviews and assessment tasks will take place: mid March 2017

Please note:

- ◆ If you do not already hold the right to work in the UK and/or require sponsorship in order to continue working here, you should think carefully before applying. This is because we will be unable to sponsor you unless there is no other suitably qualified settled worker available to fill the role or your current immigration status means that the resident labour market test will not apply in your case.
- ◆ Due to the volume of applications received we are unable to provide feedback. Please ensure that you meet the requirements for the role.

To find out more about the organisation and the type of people who work in the team visit:

<http://www.behaviouralinsights.co.uk>

The Behavioural Insights Team is committed to a policy of Equal Employment Opportunity and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable