

Researcher/project coordinator

Social Life is a social enterprise, set up in 2012 by the Young Foundation.

All our work is about the relationship between people and the places they live in. Our mission is to reconnect placemaking with the everyday experience of people and neighbourhoods. We work internationally with communities, built environment professionals, public agencies and governments, putting people and social need at the heart of the way cities, towns and new developments are planned, developed and managed.

We are looking for an energetic, creative and efficient person with a strong commitment to the type of work we do to be our new Researcher/project coordinator.

This job is being offered on an initial three-month contract, we hope to be able to extend this after this first three months.

The job will include:

- working on particular projects, which could include qualitative research, data analysis, facilitation, admin tasks or carrying out practical projects in local areas
- helping coordinate and manage the Social Life office, working with the Director to make sure that the office runs smoothly.

We are looking for someone with:

- a good understanding of Social Life's work and what motivates us
- experience of administration and project management
- research experience, preferably qualitative but also with some experience of using statistics or quantitative analysis
- excellent written and verbal communication skills
- (ideally) design skills and good experience of using indesign or similar
- someone who can work collaboratively in our small friendly team, in our lovely but sometimes chilly office in Elephant & Castle.

We can offer:

- an opportunity to develop your skills and experience
- a friendly supportive working environment
- a salary of £20 to £25,000 (pro rata), depending on experience
- flexibility, we understand that people have other commitments and could consider a four or five day working week.

Please send a one page statement explaining why you meet our criteria, and a copy of your CV, to hello@social-life.co by 5pm on January 6th 2016.

Can you also confirm that you have permission to work in the UK.