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JOB DESCRIPTION

Job title: Research Assistant
Responsible to: Director of Policy and International Advocacy
Location: London
Hours of work: 28 hours per week (4 days per week)
Contract type: 4 month fixed-term contract, with immediate start
Salary: £24,195 (pro rata)

MAIN PURPOSE OF THE JOB

In close coordination with colleagues in other locations and consultants, support the Director of Policy and International Advocacy with research and communications activities relating to PRI's flagship annual publication, *Global Prison Trends*, co-published with the Thailand Institute of Justice.

KEY ACCOUNTABILITIES

1) Contribute to the development of the research methodologies, data collection, analysis, write-up and dissemination of the report, *Global Prison Trends 2020*
2) Conduct research on key trends of penal policy and criminal justice, working closely with colleagues and partner organisations
3) Organise internal and external meetings, workshops and conferences, including logistical support and liaise with PRI's contacts as required in relation to the project
4) Contribute to the development and implementation of a communications plan for the publication
5) Carry out any other reasonable duties commensurate with the general level of responsibility of the post

All of the above tasks will be carried out under the guidance of the Director of Policy and International Advocacy.

Drafted November 2019
(see over for Person Specification)

PERSON SPECIFICATION

Research Assistant

Experience	
Essential	**Desirable**
Experience in desk-based research	Working in an international NGO
Experience of working collaboratively and sensitively within a multicultural environment	
Educated to degree level or equivalent in a relevant field, such as criminal justice, human rights law or political science, or experience considered to be equivalent	
Skills/Abilities/Knowledge	
Essential	**Desirable**
Excellent working knowledge of MS Office	Experience of creating content for social media platforms and e-communication tools
Very strong written and verbal communication skills in English, with attention to detail and grammar	Knowledge of another UN language
Excellent organisational and time management skills and ability to meet deadlines	
Resourcefulness and ability to work independently	
Personal Qualities	
Essential	**Desirable**
Commitment to PRI's mission and objectives	
Flexibility and ability to manage a demanding workload and conflicting demands	
Excellent interpersonal skills	
Understanding of the need for sensitivity when working collaboratively with colleagues and stakeholders from different cultural backgrounds	
Other Contractual Requirements	
Essential	**Desirable**
Able to work occasionally out of normal 09.00-17.00 hours including at weekends	
Unlimited legal right to work in the UK	

November 2019