



THE INTERNATIONAL BIBLE SOCIETY

JOB DESCRIPTION & PERSONAL SPECIFICATION

- JOB TITLE:** Research Assistant (Fixed-term contract)
- HOURS:** This is a part-time, fixed-term, variable hours position of 10-15 hours per week. Ideally, these hours will be spread over 3 or more days per week and may occasionally include evening meetings to accommodate time zone differences when working with international staff or partners.
- SALARY:** Salary is in the region of £15 per hour, depending on experience.
- LOCATION:** Home working, ideally based in the UK or Republic of Ireland, with occasional travel for meetings. Other locations may be considered depending on the successful candidate.
- REPORTING TO:** The role reports directly to the Senior Director of Evaluation, based in Northern Ireland.

ABOUT BIBLICA

Biblica is a global Bible ministry inspired by radical generosity. For more than 200 years, Biblica has helped people beyond the reach of God's Word discover the love of Jesus Christ. As we move into our third century of ministry, we continue to produce relevant and reliable Scripture translations and resources that minister to people on the margins of the Gospel – the unreached, unengaged, unseen, and unwanted.

OUTLINE & PURPOSE OF ROLE

This is a unique opportunity for the successful candidate to gain wide-ranging experience serving a global ministry organisation at an exciting time of growth and development. The Research Assistant will provide research and administrative support for the Senior Director of Evaluation and also liaise with other senior members of the Biblica team. The ideal candidate will have extensive analytical and communication skills, as well as experience handling data, summarising reports and carrying out administrative tasks.

The successful candidate will play a key role in furthering our understanding of Bible engagement and identifying best practices. In turn, this will serve vital ministry carried out by Biblica, other mission organisations and churches around the world.

Due to the nature of the role, and the contact required with ministry organisations, churches, and supporters it is expected that the successful candidate will be a committed Christian, in regular attendance at a local church and will be prepared to fully represent the

Christian ethos of the organisation at all times and actively seek to advance the aims and objectives of the organisation in fulfilment of their role.

This is a fixed term contract, initially for 6-9 months, but with the possibility of extending beyond this period. It is hoped the successful candidate will be able to take up the post as soon as possible.

KEY RESPONSIBILITIES

The key responsibilities of the role will be to:

- **Conduct literature reviews:**

- Conducting online searches for existing research relating to a specific brief
- Collating and summarising relevant material
- Highlighting key learnings and considering possible implications

- **Process research data:**

- Assisting regional staff with the capturing and collating of survey responses
- Inputting data where necessary
- Assisting with the analysis of data

- **Support operational aspects of research projects:**

- Tracking project deadlines – internal and external
- Following up with external research partners and relevant internal staff
- Note taking at project planning meetings where necessary

- **Assist the Senior Director of Evaluation:**

- Assisting with presentations and written reports

Other duties:

- Taking part in global staff meetings and prayer times.
- Seeking ways to improve and expand the ministry of Biblica at all times.

PERSONAL SPECIFICATION

ESSENTIAL:

- A committed Christian, in full agreement with Biblica's statement of faith
- Excellent written communication skills
- Confidence in handling numerical data
- Strong reasoning skills
- Highly detail orientated and outcome driven
- Ability to adapt quickly to changing priorities and project needs
- Proven ability to prioritise tasks, work independently and meet deadlines
- The ability to work under the clear direction of others
- Strong inter-personal skills
- Excellent overall IT skills with extensive experience of working with MS Excel and PowerPoint.

DESIRABLE:

- Bachelor's Degree
- Understanding of basic quantitative and qualitative research methodology
- Experience of using SurveyMonkey or other similar survey tools
- Experience scheduling meetings and calls using Zoom
- Work experience gained in a ministry organisation, charity or academic institution

It is a genuine occupational requirement that the person appointed is a Christian, in full agreement with the aims and ethos of Biblica as a Christian ministry organisation.

APPLICATION DETAILS

Closing date for applications: end of May 2022.

Anticipated Interview Details: It is anticipated that initial interviews will begin taking place via Zoom the week beginning the 23rd May, or as and when suitable applicants apply.

Applicants should submit a copy of their most recent CV, along with a covering letter and detailed personal statement, clearly outlining how they meet the essential and desirable criteria for the role. The covering letter should also contain a short summary of the applicant's faith journey to date. CVs should include details of at least two referees, one of whom should be a leader in a church that the applicant regularly attends and at least one individual who can comment on the applicant's skills and experience in a work setting. Following an interview via zoom suitable applicants may be asked to undertake a short written task.

Applications should be submitted electronically for the attention of Catherine McKinley, HR Programme Manager to catherine.mckinley@biblica.com by 5pm by the closing date specified.