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| ASSISTANT RESEARCHER (ECONOMIST TRACK) |
| Assistant researchers in the economist track at NEF require good knowledge of at least one key economic policy area in the UK. They use their strong economic and quantitative research skills and the ability to work effectively as a team to develop high quality research and economic analysis for the organisation and take responsibility for discrete elements of work within projects. Assistant researchers are also able to link research to key contemporary debates and communicate complicated ideas clearly to a variety of audiences, internally and externally. This role will provide research assistance and project support across a number of programmes within NEF’s economy and environment team. |
| JOB DESCRIPTION  |
| **Research & policy development*** Conduct high-quality research with policy relevance, in relation to macroeconomics (including monetary policy, finance and labour markets) and specific thematic areas such as energy, transport and local economies.
* Relate research and analysis to policy questions, identifying the policy implications of findings and working with colleagues to develop creative but workable proposals.
* Translate findings into clear, media‑friendly briefings, blogs and rapid‑response notes, working closely with senior economists when the news cycle moves quickly.
* Creating and managing data sets as well as drafting and editing research, policy documents, literature reviews and blogs.
* Assisting senior staff in developing new fundraising proposals on economic policy issues.

**Profile & external relationships*** Build productive relationships across politics, business, academia and civil society, representing NEF’s work in meetings, calls and events.
* Develop an initial network of relevant contacts in specific policy fields that you might work on.
* Disseminate research through events, newsletters, articles, blog posts, press releases and social media, with an emphasis on rapid‑turnaround outputs when relevant.

**Administrative & organisational work*** Provide high-level project and administrative support to senior research staff.
* Co-develop lightweight in‑house productivity tools (e.g. using Python/R to automate data cleaning, chart production or AI‑assisted literature scans) that accelerate research workflows across the organisation.
* Undertake research administration (e.g. coordinating meetings/travel), administrative support for funding bids/proposals, and budget and project management (e.g. using our in-house project management tool Monday.com).
* Organising events in line with project work.
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| PERSON SPECIFICATION  |
| **Essential aspects are shown in bold**. Aspects not in bold are desirable but not essential.**EDUCATION & QUALIFICATIONS*** **A degree or equivalent level qualification in economics, or in a subject with knowledge and skills applicable and transferable to economics, or equivalent training and work experience.**

**KNOWLEDGE & EXPERIENCE*** **An understanding of current macroeconomic policy debates, but more importantly, demonstrable energy, interest and desire to learn more in the aforementioned fields of research and policy making.**
* **Demonstrable research skills, including introductory‑level quantitative methods and experience with statistical packages (e.g. Stata, R, Python).**
* **Good working knowledge of Microsoft Office and proficiency in organising and evaluating data using Excel.**
* Basic coding proficiency—for example, writing Python/R scripts, using version control (Git) and manipulating APIs or spreadsheets via code.
* Knowledge of at least one area of research that NEF specialises in, such as energy, transport, environment or housing
* Experience of analysing large social science datasets, such as the Family Resources Survey or the Labour Force Survey, and/or knowledge of other social science data resources

**SKILLS & ATTRIBUTES*** **Excellent writing skills, including the ability to write in a variety of ways (e.g. short, succinct pieces for press and NEF’s website, as well as detailed research reports).**
* **Ability to work effectively both independently, and in a team consisting of both internal and external colleagues, and ability to deal with conflicting demands in a high pressured environment when required.**
* **Excellent and demonstrable organisational and administrative skills, such as those required to support in logistical tasks and the organisation of events.**
* Demonstrable ability in thinking creatively and ‘outside of the box’

**MOTIVATION*** **Commitment to building the new, environmentally sustainable economy with redistribution of power and resources at its core.**
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