



SENIOR RESEARCHER JOB INFORMATION PACK

+44 (0)117 916 6740 | www.factory.com | research@factory.com

Registered in England: 3044292 | VAT number: GB 650 5952 31

Registered office: Brunswick Court, Brunswick Square, Bristol BS2 8PE UK

About Factory

Factory has been providing high quality research and fundraising consultancy services to non-profit organisations across the UK, Europe and beyond for nearly 30 years. Factory is an ethical business built on non-profit values and our approach is to provide bespoke and tailored services that meet the needs of our clients, including time- and labour-saving subscription services, in-depth research and consultancy services. For more information about our history and the work we do, please visit www.factory.com.

In addition to our research work, we have published several studies and research pieces in the field of philanthropy. For example, for three years from 2012 to 2014 Factory produced the *Foundations of Wealth* report, focusing on the Ultra-High-Net-Worth Individuals and High-Net-Worth Individuals who founded grant-making trusts and foundations in those years. Factory's Chair, Chris Carnie is the author of *Fundraising from Europe* (Chapel & York, 2003) and *How Philanthropy is Changing in Europe* (Policy Press, 2017). Our aim is to continue to provide sector-specific analysis and reports to advance knowledge and understanding in the fundraising and research sector.

We now have an exciting opportunity for an experienced Senior Researcher to join us in our Bristol office. We are a small and friendly team working with an extremely wide variety of non-profits in the UK and internationally. We would love to hear from you if you have the skills and experience we're looking for.

Senior Researcher: Job Description

Main duties

The main duties of a Senior Researcher at Factory will include the following.

Research projects

- To undertake a variety of prospect research projects, across all markets including individuals, charitable trusts and companies both in the UK and internationally, including but not limited to:
 - prospect profiling;
 - new prospects identification;
 - due diligence;
 - wealth analysis;
 - screening reports; and
 - market analyses.
- To undertake projects to a high standard.
- To ensure projects are carried out within the time constraints.
- To liaise with Research Director in regards to the client brief / timescales.
- At times, to proof-read reports completed by colleagues prior to deadline.
- To keep records of projects and inputting data onto Factory's CRM.
- To decommission projects.
- To undertake reviews of resources, recommending alternatives where necessary.
- To share knowledge, for example after a particularly complicated or unusual project.
- To have excellent knowledge / awareness of GDPR and data protection issues.

Client care

- From time to time, in absence of Research Director, to:
 - respond to initial enquiries from prospective clients; and
 - liaise directly with existing clients on research projects, as appropriate.
- At times, to take full responsibility for communication with client throughout specific projects.
- Undertake occasional client visits.

Marketing

- To contribute to Factory's industry intelligence.
- To assist in the writing and production of marketing materials.
- To write blogs and papers of interest to the research sector.
- To attend conferences and present where / if appropriate, and promote Factory.
- To identify new opportunities for marketing / promotion of Factory's services.
- To volunteer for or assist with working groups organised through RiF or the IoF, where relevant.

Additional

- If / where relevant, to provide training and consultancy to Factory clients.
- To identify and attend training courses relevant to your own needs.
- To keep up to date with industry developments and practices.
- To contribute to team meetings and product or service development activities.
- To be able to undertake occasional travel (to meet clients or to attend conferences) with very occasional overnight stays.
- To undertake any other tasks which might reasonably be asked of you within this role.

Person specification

Essential

- Highly experienced prospect researcher
- Evidence of project management experience
- Experience of using a variety of research resources
- Knowledge of GDPR and how it relates to prospect research
- Excellent communication skills (written and oral)
- Excellent organisational and administrative skills
- Confident, professional and approachable
- Experience of proofing / editing documents
- Keen eye for detail and accuracy
- Ability to work to tight deadlines
- Competent with figures
- Computer literate – Excel, Access, Word, Internet

Desirable

- Experience of managing budgets
- Experience of supervising

Terms

Hours of work

This role is offered on a 4 or 5 day p/w basis (please indicate in your application). Our office hours are Monday to Friday 9.00am – 5.00pm.

Salary

£28000 per annum (pro rata where applicable).

Location

This role is based in our Bristol office (Brunswick Square, BS2 8PE) but the successful candidate will occasionally be required to travel to client visits and conferences which may involve some out of hours working.

Annual leave

This post has an annual leave entitlement of 25 days (pro rata where applicable) which may be taken, subject to approval by line manager, at any time of the year. In addition, 8 bank holidays and typically up to 3 additional leave days (over the Christmas period) which Factory determines on an annual basis.

Pension

Factory operate a workplace pension scheme called NEST (National Employment Savings Trust) where employees who wish to join will contribute a % per month of their salary and the employer will also contribution a % towards this.

Probation & career development

Initial appointment is subject to a six month probationary period. All posts at Factory are subject to an annual appraisal process with a formal six month review.

Pre-employment checks

Any offer of employment will be conditional on the receipt of two references to Factory (one referee must be your current or most recent employer) and satisfactory documentary evidence of your eligibility to work in the UK.

How to apply

To apply for the role please send a **covering letter** detailing how your skills and experience meet the criteria outlined in the job description and person specification (no more than two sides) and an **up to date CV** to Nicola Williams, Research Director, at nicolaw@factory.com or post to Factory, Brunswick Court, Brunswick Square, Bristol, BS2 8PE.

Dates

- Closing date for applications: **Friday 18th October** (applications must be received by 5.00pm on this date).
- Shortlisting will take place: **w/c 21st October**.
- Interviews are scheduled for **29th** or **30th October**, and will take place in or near our **Bristol** office.

Equal Opportunities

Factory positively welcomes and seeks to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, gender, gender identity, religion, sexual orientation, disability, or nationality.

If you would like further information on Factory please refer to factory.com.