



JOB DESCRIPTION

POSITION	Research & Project Officer
LOCATION	London or Totnes (Hybrid Working)
SALARY	Salary commensurate with experience
CONTRACT	Full-time, permanent

About Common Seas

Common Seas is an evidence-based not-for-profit enterprise. We research, design and implement practical project-based solutions to our global plastic pollution crisis. Our mission is to quickly and significantly reduce the amount of plastic waste produced and stop it polluting rivers and seas.

We are a cross-disciplinary team who is looking for an outstanding research and project officer who can work across a number of our flagship programmes in support of our senior staff.

We are seeking someone who:

Can conduct desk-based research under limited direction using a range of data sources to produce robust evidence to support the development and execution of projects and programmes. You will appreciate the impact Common Seas is making, and the potential we have to make more – and can demonstrate where your skills and goals align with our mission.

This is a highly variable role involving research and analysis to support project delivery and can include everything from identifying key data sets for our modelling tools, or hosting user testing of our digital products, to presenting findings to internal and external stakeholders and identifying alternative systems and technologies to support the transition away from the most polluting single use plastics.

We are looking for someone who is smart, a critical thinker, who takes initiative, is willing to learn, and is willing to operate flexibly in our dynamic and agile organisation. A commitment to ecological sustainability is important, but you don't need experience in this area – your skills and aptitude for this job is more important.

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This role will initially be responsible for supporting our PlasTICK project, developing a digital plastics reporting tool. As we are working in a rapidly evolving environment, the role will also provide support to other projects as needed, with development opportunities across different research areas and activities.

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Main Responsibilities:

General research

- Quickly Identify the people and organisations who hold specialist knowledge in the topic of concern.
- Research and assist in identifying potential partners and the development of networks relevant to Common Seas programmes.
- Undertake qualitative and quantitative research (which could include seeking out published data, conducting phone interviews, designing surveys, creating tables and graphs)
- Write up findings into engaging and understandable reports
- Format and disseminate findings in engaging ways to internal colleagues and external stakeholders
- Provide other support to projects as required such as correspondence with stakeholders

PlasTICK

- Develop and execute components of project plans under limited supervision
- Support the launch and promotion of the PlasTICK tool within the Greek market (i.e. providing technical knowledge or creating explanation videos) – includes attendance at the various launch events
- Support continued testing and feedback on PlasTICK functionality, consolidating feedback and incorporating into the development plan
- Review of data shared by users in the testing process to share key insights and trends
- Manage Common Seas/PlasTICK's membership within networks/organisation
- Maintain relationships with interested businesses and developing case study examples that can be incorporated into the learning resources
- Research and update learning resources to ensure that the guidance provided by the PlasTICK remains relevant and best in class
- Provide ongoing support to users– may involve working with Dev team to implement software fixes
- Monitor and manage the ticket management system for customer support queries

Timing:

We are looking to hire for this position starting from October 2022.

How to Apply:

If you think this sounds like the perfect role for you, please send a copy of your CV and a one-page cover letter outlining your suitability for the job to hello@commonseas.com. Please email your submission with the subject title JOB: Research & Project Officer.



PERSON SPECIFICATION

E = Essential D = Desirable

Education and Training	
Degree or equivalent level qualification	E
Excellent research and analytical training at the MSc level or above, preferably in a social sciences discipline	E

Experience	
You have 2 years of experience working in a research-based position or as a consultant in a similar role	E
Demonstrated experience in primary and secondary data collection– both qualitative and quantitative, either as a desk-based task or through field work	E
Demonstrated experience in delivering high quality written material – particularly to clients or senior decision makers in an organisation	E
Demonstrated experience in independently managing a project or business process, with minimum supervision, and deliver high quality outputs against agreed specifications and tight time frames	E

Knowledge and Skills	
Understanding of and interest in solid waste management, the drivers of plastic pollution and the solutions from a policy and business perspective	D
Strong quantitative skills, including an ability to organise and analyse data	E
Impressive ability to think around complex problems or data, and to synthesise, interpret and critically evaluate a range of academic, technical and grey-literature sources	E
High attention to detail, including exacting standards to maintain accuracy in all work outputs	E
Confident in using Excel	E
Experience using Trello, Slack, Miro, airtable	D
Experience using visualization software (like Google data studio, or tableau, or powerBI, etc)	E
Excellent verbal and written communication skills	E

Values and Personal Attributes	
Able to work well in a team setting	D
Capacity and confidence to develop in-house expertise on specific topics and a willingness to learn new skills as required	E
A willingness to work flexibly to the shifting demands of projects, including undertaking field work as required	E
Interested in digital products	E
A strong commitment to Common Seas' core mission	E