



## Candidate Information

<b>Position:</b>	Assistant Researcher
<b>School/Department:</b>	Alumni Engagement and Philanthropy
<b>Reference:</b>	24/112168
<b>Closing Date:</b>	Monday 23 September 2024
<b>Salary:</b>	£28,456 - £30,948 per annum, pro-rata.
<b>Anticipated Interview Date:</b>	Tuesday 8 October 2024
<b>Duration:</b>	12 months

### JOB PURPOSE:

To support the Research Officer within the Directorate to advance the University's Development plans through the provision of in-depth research of potential donors and alumni to priority projects as appropriate.

### MAJOR DUTIES:

1. Assisting the Research Officer to identify potential donors and supporters to the University, ensuring that all information is accurate, relevant and researched ethically to a high standard.
2. Providing assistance with report creation for the fundraising team and preparing summary reports for use by the Queen's Foundation Board.
3. Providing full biographic reports on priority projects for the fundraising team.
4. Providing assistance in compiling information for the Chancellor for key University events and Queen's Foundation and Development Office events.
5. Proactive research to identify individuals for specific priority projects.
6. Carry out any other duties, which are appropriate to the post as may be reasonably requested by supervisor.

### ESSENTIAL CRITERIA:

1. A minimum of 5 GCSE's (or equivalent) at Grades A-C including English Language.
2. A minimum of 1 year's recent relevant experience (within the last 5 years) of working in a research role.
3. Experience of conducting desk research, and experience of compiling reports detailing research findings in a clear and concise manner as well as in a specified timescale.
4. Proficient in MS Office applications.
5. Experience in the use of online resources and an awareness of the different search techniques e.g Boolean search.
6. Good analytical skills: the ability to interpret research in a concise and informative way, to ensure that it is relevant and accurate and that the level of information provided is appropriate.
7. Information management skills and knowledge of research resources.
8. Good oral and written communication skills.
9. Ability to provide effective service (including customer service) to required quality standard.
10. Ability to work on own initiative and as part of a team.
11. Ability to manage resources.
12. Ability to plan and organise workload to meet standards and deadlines.
13. Flexible, willing to adapt to new tasks and duties.

### DESIRABLE CRITERIA:

1. A primary or higher degree in a relevant discipline (eg Business or Marketing).
2. Experience of using a relational database such as The Raiser's Edge.
3. Experience of using commercial searchable databases e.g. Lexis Nexis, along with knowledge of the local NI business marketplace and companies operating locally.

4. Experience of researching company financial history/shareholdings and of researching individual company shareholders/directors to provide biographical information.

**ADDITIONAL INFORMATION:**

Informal enquiries can be directed to: Jonathan Doonan - [j.doonan@qub.ac.uk](mailto:j.doonan@qub.ac.uk)