

SOIF Foresight researcher

Remote working | up to 37.5 hours per week – this is suitable for people who want to work flexible hours or combine this with other jobs or studies | £12.50 - 20 per hour depending on experience

School of International Futures (SOIF) is a young, dynamic not-for-profit organisation expanding quickly, *focused on making the world a better place in the future and passionate about the work we do.*

We are looking for organized and energetic futures or foresight researchers who are motivated in supporting our work with international governments, NGOs and businesses to create better futures.

Our current work locations are London, Brussels and San Francisco; we will expect you to work remotely with scope to define your working hours. Find out more about us at <http://www.soif.org.uk>

What we are looking for

Candidates who have experience in applying strategic foresight or futures to policy or strategy development. They will have experience in analysing data and producing reports, excellent stakeholder management skills and a high level of attention to detail. Experience in public policy, and/or the use of futures approaches such as trend analysis, horizon-scanning or scenario-building is preferable.

You must be reliable, efficient, process driven, well organized, flexible, and enjoy the challenge of working in a small, fast-moving team in a dynamic environment, sometimes under pressure.

You will have a real commitment to our vision "*Individuals in organisations and communities across the world use strategic foresight to create a better future*" and appetite for getting involved in a start-up environment.

We can offer exposure to an international community of users and commissioners of strategic foresight; leaders, strategists and policy-makers across the public and private sector, as well as the opportunity to apply foresight to challenge foresight projects on a wide range of issues.

Responsibilities

1. Research support. Provide research and analysis to support a range of futures and foresight projects

- Provide research and analysis to projects using a mix of quantitative and qualitative tools: for instance, survey design, trend and driver analysis, scenario planning
- Design and delivery of futures projects working with the Directors and SOIF team
- Report writing, drafting briefs and conducting focused research on key topics
- Coordination of data research with internal and external staff, and designers
- Preparation of bibliographic and reference material
- Additional activities based on experience and skillset

2. Methods design. Develop innovative ways to respond to clients' strategy questions using foresight techniques.

- Design project methodologies and apply new tools to provide insights in new ways – including modelling, competitions, participative, design and immersive approaches.

Qualifications

- Experience in research methodology and its application
- Self-starter, attention to detail and able to work to tight deadlines
- Strong analytical skills and ability to use popular statistical and academic software
- High level of proficiency in Microsoft Office and Google docs/sheets
- Fluent English-speaker and excellent written English (additional languages a bonus). Excellent communication skills, including with senior stakeholders across public and private sector

Desirable

- Understanding of the use of foresight in a policy context
- Experience working in a start-up environment
- Experience in public policy, and/or the use of futures approaches
- Experience using both quantitative and statistical research
- Sector/Regional foresight expertise

Application

We are looking for candidates who can start soon – but we are generally interested in broadening the network of research and scanners foresight experts we work with

Interested candidates should submit a detailed covering letter and CV plus any relevant writing samples to: kathleen@soif.org.uk by 20 September 2017. Interviews will be held by the end of September.