



Scriptoria

Sustainable Development Solutions

Scientific engagement, communications and data management consultant (science/STEM PhD required)

Closing date for applications: 11th May 2024, 23:59 (BST)

Organisation: Scriptoria Sustainable Development Solutions (<https://scriptoria.co.uk/>)

Contract: Full time, permanent

Location: Flexible (London and/or remote, plus business travel)

Salary: £35,000 – £38,000 – depending on experience

Start date: ASAP

Do you have a scientific PhD and postdoc/industry experience? Do you want to apply your scientific skills and research experience to health and sustainable development projects? Are you interested in meeting people, sharing your skills and learning to be a first-class communicator? Then this is the job for you.

Who we are

Scriptoria is a values-driven, ethically-focused consulting company that has a strong international reputation for excellence. We specialise in helping clients around the world to tackle sustainable development, poverty reduction, health, and climate and environmental issues. Our Consulting, Data, Communications and Training Teams focus on knowledge management, data management and communications to help research, international development, government and other organisations better manage information and communicate their findings.

Who we're looking for

We are looking for a dynamic new team member with a PhD in a science/STEM subject to join our innovative Consulting Team and to contribute to the work of our Data and Training Teams. Agriculture and the health sciences are areas we are particularly interested in.

Specifically, we want an individual with a passion for research and sustainable development, a friendly, outgoing personality and a willingness to learn new skills. We're looking for someone who wants to engage with international development and research projects to help them work more efficiently and have a greater impact.

This role will offer a range of experience and the opportunity to contribute to the diverse range of services that Scriptoria provides.

Approximately half of your time will be spent working with our exceptionally experienced team of knowledge management and data consultants to help us develop and deliver cutting-edge data-management/analytics solutions and project-management software systems to our clients. Your work will also involve working to help us manage and organise the projects we deliver to clients. The other half of your time will involve meeting with and training clients (to pass on your skills in research communications), both online and through face-to-face courses. Finally, you will be encouraged to contribute to company-wide strategy and business development.

Your role will include:

- Helping sustainable development and research programs to develop and implement digital tools and analytics systems to better manage their workflows and use their data
- Working with projects in Africa and Asia to provide technical advisory and consulting services to help them to better manage and share information, knowledge and data
- Training and mentoring international researchers by delivering courses, workshops, and individual support in areas including journal article/report writing, grant writing, project management and communications for non-specialists
- Contributing to business development across the company, including marketing and client outreach.

Working with Scriptoria

Our senior team has an exceptional skill set, and we recognise that candidates with all the skills we need simply may not exist. But don't worry, if you have some of the skills we want but lack others – we will train you to fill those gaps. This will include thorough training in the delivery of our well-respected training courses.

Our staff have the choice to work wholly or partly from home or from our office in Tooting, SW London, during regular operational hours (08.30-17.30). If working from home, staff must have a working environment suitable for holding video-call meetings/training sessions with clients.

Wherever you work, you will interact regularly with senior team members to gain new skills and exchange ideas.

This job will require regular travel to deliver training courses (mostly in the UK, estimated 2 to 8 days per month) and may also involve international travel, including to developing countries. So, applicants must be willing to travel (in line with UK government guidance).

Key skills and experience

Essential

Qualifications and skills

- A PhD in a quantitative STEM research subject
- 2 years minimum of postdoc/industry experience (in a research or research-support role)
- A strong understanding of research processes and data analysis and management
- A demonstrated talent for writing - including writing journal articles and writing for non-specialists

- At least one first-author paper in a peer-reviewed journal
- Experience delivering live training/teaching courses
- An excellent, practical knowledge of MS Excel and MS PowerPoint
- Excellent English language skills, to the standard of a native speaker
- The right to work in the UK

Characteristics and interests

- A friendly, open personality (bright, resilient, cheerful, confident)
- A passion for international development and building researchers' skills
- An interest in information management and technology, data systems and analytics and in helping create new IT systems and software (programming skills are not required for this role)
- A willingness to travel and to take a flexible approach to working hours when travelling
- The confidence required to give presentations and training courses and to lead (facilitate) meetings, online and in person
- The ability to work very well under pressure and self-manage
- The ability to juggle multiple tasks and work alongside the company Directors

Desirable

- Experience working on collaborative research projects with international partners
- Experience working with programs such as Microsoft SharePoint or other knowledge management tools
- Experience with statistical analysis in R
- Experience in grant writing and/or grant management
- Experience writing communications materials that translate science for non-specialists and encourage engagement

Salary and annual leave

Salary will depend on qualifications and experience but is expected to be between £35,000 and £38,000 p/a (depending on experience). Annual leave is 25 days per year plus public holidays (33 days).

How to apply

Please email your tailored CV and a cover letter explaining why you are the ideal applicant, stating when you could start if your application is successful, and confirming that you have the right to work in the UK, to Ms Margaret Delamater at m.delamater@scriptoria.co.uk by 23:59 (BST) on 11/05/2024, **clearly stating the reference 16136 in the subject line.**

N.B. By submitting your application to us you agree for Scriptoria to retain your details in line with GDPR. These will only be used in relation to recruitment.

Interviews will be held via Microsoft Teams on a rolling basis. So, invitations to interview may be sent to excellent candidates before the closing date for applications. Our advice is to apply early, therefore.

Please note: if you do not receive a response from us within six weeks of the deadline then we have not decided to proceed any further with your application.