



## JOB DESCRIPTION

**Title** Research Assistant

**Accountability and reporting to** Director of Theos; Operations and Events Manager

**Location** London office

**Employer** Theos

Full Time

**Main responsibilities:** *Please note, these do vary depending on time of year.*

- To assist Theos researchers with their current research projects - writing, editing and analysing data
- Attending meetings as required
- Dealing with day to day enquiries on the phone, on email, and in person
- Accurately maintaining various administration systems linked to events and research tasks
- Assisting the Operations and Events Manager and other members of the team with administration support as required
- Assisting with the maintenance of Theos' social media profiles
  
- Putting together the monthly Theos newsletter with input from the team; writing daily the 'Religion in the Media' area of the website
- Updating, editing and writing web content for the Theos website, alongside the wider team

**Qualification, knowledge, experience and skills:**

- Participate fully in the life of Theos including attending team meetings and events (in house and outside) as required
- Carry out other reasonable ad hoc duties which may be required to ensure Theos' work is done as effectively as possible
- A high level of initiative and ability to respond effectively with attention to detail, and meet deadlines
- Ability to work as part of team and autonomously
- Excellent communication and organisation skills – both oral and written – and an approachable manner
- Well-developed interpersonal skills, with the ability to tailor messages to specific audiences and communicate with a wide range of stakeholders
- Competent in basic website editing, using social media and IT systems including Microsoft Office
- Educated to degree level or equivalent
- A commitment to the aims and objectives of Theos
- Willingness to attend the occasional evening event

**Personal Attributes:**

**TERMS**

- Theos sits within Bible Society Group and is overseen by Bible Society Trustees, though it has a separate Board of Management and complete Editorial independence.

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