



# Research Assistant (Social Enterprise, Sustainability and Impact Investment)



## Role Description

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<b>GRADE</b> Grade 4
<b>LOCATION</b> Craiglockhart Campus, Edinburgh
<b>LINE MANAGER</b> Project Lead

### Role Summary

We are seeking a dedicated, self-starting, and development-oriented Research Assistant to support two interrelated initiatives that aim to drive systemic change in Scotland’s social enterprise and sustainability sectors.

This role combines responsibilities for investigating the barriers social enterprises face in adopting sustainability standards and practices with supporting the delivery and follow-up activities of the Impact Investment Symposium 2024, focusing on sustainable forestry and natural resources.

### Objectives:

**Social Enterprises:** Develop a comprehensive understanding of the barriers to sustainability compliance and contribute to actionable strategies that enable social enterprises to overcome these challenges.

**Symposium Support:** Help strengthen Scotland’s position as a leader in green finance by promoting systemic change through sustainable forestry, market expansion, capacity building, and cross-sector partnerships.

### Line Management Responsibility for:

This role does not have any line management responsibilities currently



## Main Duties and Responsibilities

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### Part A: Exploring Barriers Faced by Social Enterprises in Scotland

- Conduct qualitative and quantitative research to identify challenges social enterprises encounter in complying with sustainability standards.
- Analyse data to develop actionable insights and recommendations.
- Collaborate with the project lead and stakeholders to ensure findings align with project objectives.
- Assist in drafting reports, presentations, and other deliverables to disseminate research outcomes

### Part B: Supporting the Impact Investment Symposium 2024

- Provide logistical and administrative support to finalise and document the discussion data from the Impact Investment Symposium 2024.
- Contribute to the preparation of materials, such as follow up agendas, action groups, speaker notes, and discussion summaries.
- Support the development of partnerships with key stakeholders in forestry, green finance, community regeneration and technology innovation.
- Assist in the creation of follow-up reports and strategic recommendations based on symposium discussions. Potentially contribute to the development of various funding applications.

### General:

- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).



## PERSON SPECIFICATION

ESSENTIAL      DESIRABLE

### Education / Qualifications

- |   | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| • Masters degree in relevant subject  | ✓         |           |
| • Current Doctoral Researcher in Sustainability Studies, Environmental Sciences, Social Sciences, Business, or a related field. | ✓         |           |

### Skills / Experience

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|--|---|---|
| • Strong research and analytical skills, with experience in both qualitative and quantitative methods.                     | ✓ |   |
| • Excellent written and verbal communication skills.   | ✓ |   |
| • Ability to work collaboratively and independently.   | ✓ |   |
| • Organisational and time-management skills to handle diverse tasks efficiently  | ✓ |   |
| • Interest or background in social enterprises, sustainability, or impact investment is highly desirable                   |   | ✓ |
| • Previous experience in sustainability research, especially within the context of social enterprises or small businesses. |   | ✓ |
| • Familiarity with Scotland's policy landscape on sustainability and environmental compliance.                             |   | ✓ |
| • Experience with stakeholder engagement, including conducting interviews and focus groups.                                |   | ✓ |