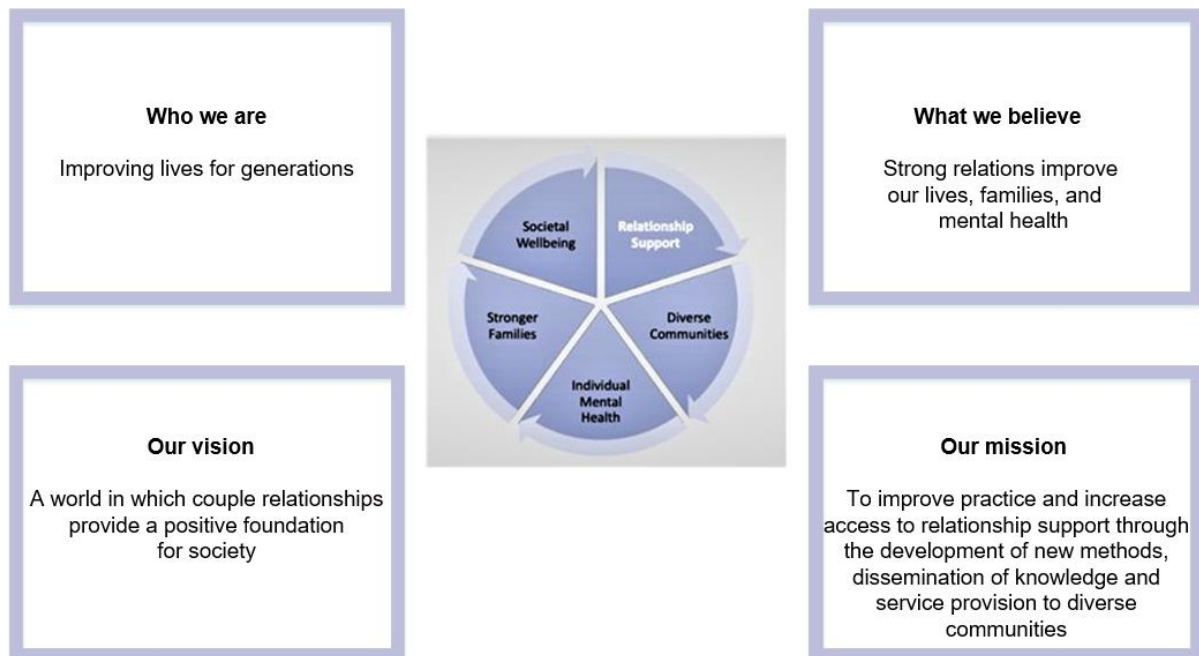


JOB DESCRIPTION

Job Title	Research Intern (paid)
Department	Research
Line manager	Research Assistant
Appointment term	Fixed term, Part time
Hours of work	7.5 hours per week
Location	Central London/Flexible remote working supported

About us

Tavistock Relationships has been improving lives for generations. We believe that strong relationships improve our lives, families, and mental health.



Our values

- A belief in the importance of family stability and emotional security.
- A commitment to social justice, inclusivity, and diversity in every area of our work.
- A belief in the importance of intellectual curiosity and rigour.
- An aspiration to be a learning community – growing understanding and being open to new ideas, developing new ways of working.
- A commitment to promoting excellence in the delivery of our services.

Purpose of the role

The Research Intern will report and provide support to the Research Assistant, and work with other members of the Research team, which is led by the Head of Research and Ethics. The team conducts research on Tavistock Relationships' wide range of therapy services and intervention projects.

Likely to include a mix of quantitative and qualitative approaches, the work will probably involve some direct contact with service users and project participants who may be distressed and vulnerable and, for this reason, the Research Intern will need to be acutely aware of the importance of discretion and confidentiality.

Responsibilities

General	<ul style="list-style-type: none"> • Assist in the day-to-day administration of the research elements of the projects as directed, following agreed project plans and protocols. • Carry out online literature searches and reviews, under supervision and as directed. This may include preparing material (tables, graphs, other data-related visuals) for presentations and reports. • Use Stata for data management and analyses – including entry of research and outcome data and performing statistical analyses of this data for internal monitoring and reporting to external stakeholders. • Carry out any other duties which may be reasonably required and commensurate.
Corporate responsibility	<ul style="list-style-type: none"> • Manage all personal data and information in accordance with the provisions of the TR data protection handbook. • Act in accordance with the provisions of the TR Code of Ethics and Code of Practice. • Act in accordance with the provisions of the TR Health & Safety policy.

Candidate specification

- Degree-level qualification in a related field: e.g., Psychology, Epidemiology, Social Sciences, Research
- Good organisational skills
- The ability to work under pressure and manage competing priorities
- Willingness and ability to work collaboratively with colleagues
- Willingness and ability to learn independently using online resources if required
- A flexible attitude to work, including the ability to take up new tasks when required under supervision
- Knowledge of research principles and procedures
- Good writing and communication skills

- Familiarity with EndNote or other bibliography software
- Competency with the administration of large databases
- Ability to run routine data analyses using statistical software
- Ability to maintain confidentiality in accordance with current Data Protection and other legislation
- Experience of handling confidential information and communications in a sensitive and effective manner
- Experience of data management and analysis using Stata, or ability and willingness to speedily attain fluency in using Stata
- Some experience of working with vulnerable adults or those with relationship distress
- Qualitative research analysis experience
- Realistic sense of own ability and a willingness to seek help when needed
- Sensitive attitude towards clients
- Flexible and constructive approach to problem-solving
- Capacity to maintain the highest standards of confidentiality
- Ability to manage the personal impact and effect of working with distressed and vulnerable service users/participants