



Job Description

LEVIN SOURCES

Job title:	Researcher and Projects Assistant	Contract:	Permanent
Employer:	Levin Sources	Remuneration	£20,000 - £25 depending on experience
Location:	Cambridge, UK	Reporting to:	Senior Manager
Closing date:	27 th July 2018		
Contact:	Applications should be emailed to jane.barnett@levinsources.com and must include Researcher and Projects Assistant in the title		
Application process:	<p>Interested applicants should provide a completed application form, CV, and short (up to 1000 words) writing/research sample.</p> <p>We cannot support working visa applications so you must have permission to work in the UK when you apply.</p> <p>If you have not heard back from us within 14 days of the closing date, please assume that your application has not been successful.</p>		

About Levin Sources

Levin Sources is a research, assurance, and capacity building consultancy that helps its clients integrate social, environmental, and economic sustainability into their raw materials operations and supply chains. We are an impact-driven, commercially-focused company completing multidisciplinary work for a diverse client base across many countries and cultures. We support governments, large and small private sector entities, bilateral and multilateral donor agencies, and civil society - from mines to marketplaces.

Over the last eight years, we have conducted desk and field-based projects with mining, metallurgy, manufacturing, jewellery, and technology clients on gold, cobalt, diamonds, rare earths, tin, and coloured gemstone supply chains in locations across Africa, South America, and Asia. We also focus on metals used in green economy technologies and batteries, and development minerals.

As a social venture, all our project work generates positive outcomes and sustainable development for actors and communities all along supply chains.

The work we do is challenging and takes place in complex, international environments and sectors. We aim to be smart, innovative, and professional in everything we do, and so we value curiosity, commitment, and rigour in our team.

Levin Sources is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job purpose

Levin Sources seeks a proactive and highly organised junior researcher / project assistant with an interest and experience in research, industry standards, human rights and/or environmental issues in mining and mineral supply chains, corporate social responsibility and/or sustainability.

The role is based across Levin Sources' business areas, supporting staff and associates to perform optimally. Project topics are varied and can range from:

- Supporting luxury brands improve their responsible sourcing practices



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- Carrying out risk assessments and supply chain due diligence for mineral exporters, refiners, smelters, and brands.
- Environmental profit & loss accounting
- Innovating better business models for mining in Africa, in ways that deliver more positive impacts for local communities and nations, including artisanal and small-scale miners (ASM)
- Helping industry associations introduce 'better business' practices to their members
- Working with governments to support SMEs do responsible sourcing of minerals from conflict-affected and high-risk areas
- Dealing with illegal mining in protected areas
- Helping responsible minerals initiatives tackle barriers to getting product to market

The individual will share our vision and values, thrive in a collaborative, fast-paced environment, and help us drive greater impact for our clients. As a small and dynamic company, this role has promising career progressions with increasing responsibilities on projects, including international travel.

Main duties

Research and Technical

Carrying out research activities, they may include:

- Plan and develop research methodologies, including uploading into digital platforms
- Literature reviews and desk research
- Process, analyse and present data
- Write up research findings in a format suitable for engaging and educating the audience
- Translation and interpretation support to technical and field teams.

Supporting senior staff with advisory, assurance, capacity building and impact work, which may include;

- Minuting client and partner meetings to support project planning and delivery
- Carrying out various tasks associated with supply chain due diligence, risk management, reporting for clients
- Helping more senior team members carry out capacity building for clients and beneficiaries, e.g. webinars, workshops, training sessions
- Supporting the design and implementation of monitoring and evaluation systems for clients and for Levin Sources' own impact work

Sales & Business Development

- Create, adjust and implement project templates, tools and resources for use by team for increasing efficiency and effectiveness in the pursuit of new and repeat business
- Continuously review and improve the templates, tools and resources
- Support to sales leads (eg contracting, minuting meetings, drafting proposals etc)

Project Management and analysis

- Support to senior management
- Support with administration and implementation of client projects and carry out project management processes.
- Support on implementation of internal projects
- Assist with finalising outputs (reports, presentations, news reports, and other documents) typically for publication and/or presentation to clients or stakeholders. Including but not limited to desk top publishing, creating diagrams, checking them for adequate referencing, proof-reading, and writing executive summaries.
- In collaboration with the marketing and communications specialist, craft communications around the release of reports and other pertinent information where requested.



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Desired specifications	
Required Experience and Qualifications	<ul style="list-style-type: none"> Undergraduate Degree in a field relevant to Levin Sources work (e.g. Economics, Law, Engineering, Mining Engineering, International Development, Human Rights, Geography, Anthropology, Political Science, Conservation, Business Studies, etc.) <p>Or</p> <ul style="list-style-type: none"> Excellent research and analysis abilities The ability to demonstrate an equivalent level of knowledge and 1-3 years research experience working in a professional, results-orientated work environment. Professional experience in corporate sustainability, international development or management consulting would be an advantage. Strong Interest in social and environmental issues associated with emerging markets and supply chain management.
Relevant Technical Experience	<ul style="list-style-type: none"> Proven experience in processing, analysing, and presenting qualitative and quantitative data Presenting research findings in a format suitable for the audience (verbal or written) An understanding of programme/project planning, management and monitoring & evaluation; including: coordinating bids, planning budgets, and coordinating teams Experience working in African, Latin American, Asian, European, Middle Eastern country contexts Experience working in mineral sectors (mining, processing, trading, recycling, logistics) and/or mineral markets (luxury jewellery, fashion, automotive, construction and green economy) Excellent computer skills: Microsoft Office, (particularly Excl), CRM, etc. GIS and SQL skills desired Fluency in oral and written English Preferred fluency or good professional competency in French Additional Languages an advantage (esp. Portuguese, Spanish, Arabic, Mandarin, Kiswahili, etc.)
Qualities	<p>Values</p> <ul style="list-style-type: none"> Value-driven with a passion for people, planet, and the conviction to push and enable commercial actors and their regulators to drive meaningful social change Passion for driving social transformation through business <p>Interpersonal</p> <ul style="list-style-type: none"> Works collaboratively, builds cohesion, and can perform well individually or within a team Connects with colleagues and clients of varied nationalities, specialisms, backgrounds, and commercial contexts <p>Communication</p> <ul style="list-style-type: none"> Strong presentation and communication skills Ability to swiftly understand, organize, and communicate complex technical information even in areas initially unfamiliar An exceptional ability to communicate clearly and persuasively through the written and spoken word <p>Work Style</p> <ul style="list-style-type: none"> Attention to detail Thrives in a fast-paced environment, dealing with a varied workload and meeting tight deadlines Can-do attitude with a willingness to backstop and enable other team members and multi-task Determined, hardworking, and organised Innovative problem solver, confident to take the initiative