



**Job Title:** Analyst

**Application Deadline:** 15 December, 2017

**Location:** London

**Contract Length:** 1 year contract

**Start Date:** 12 January, 2018

**Salary:** £30,000 - £40,000 per annum depending on experience

### **Background:**

Moonshot CVE is a startup which specialises in countering violent extremism. We use data-proven techniques to ensure our clients respond to violent extremism effectively. Our work ranges from software development and digital capacity building, to leading global counter-messaging campaigns. Analysts at Moonshot CVE play a key role in delivering the services we provide to a wide range of private and governmental clients.

### **The Role:**

- Manage the delivery of projects internationally, managing budgets and devising plans which are responsive to changing contexts.
- Oversee Project Assistants and coordinate work allocation effectively.
- Author internal and external company documents and deliver presentations to clients.
- Contribute to staff & project meetings including meetings with stakeholders, clients and partners.
- Conduct research to inform company strategy and project scoping & delivery.
- Contribute ideas and perspectives to discussions on company strategy.

### **Requirements:**

- Eligible to work in the UK, available to work from our London office from 2nd January 2018.
- A desire to learn about violent extremism and different methods for countering it.
- A creative mindset.
- Ability to produce high quality work under pressure and to deadlines.
- Excellent organisational and interpersonal skills.
- Willingness to work as part of a team and support colleagues.
- Must be willing to sign a non-disclosure agreement and adhere to company policies on confidentiality and security
- Travel will be required for the role.

### **Desirable qualifications:**

- International project management experience.
- Language skills: Bengali, Bahasa Indonesia, Malay, Tagalog, Somali, Hausa, Hindi or Urdu desirable but not required.



**Benefits package:**

- Private healthcare package, including coverage for partners and children.
- 30 days paid leave per annum.
- Individually-tailored training and skills development package.
- Generous maternity and paternity leave.

**Application Process:**

To apply for this role please email a **CV (max. one page)** and **cover letter (max. one page)** to [recruitment@moonshotcve.com](mailto:recruitment@moonshotcve.com). Your cover letter should not exceed **one page** and must answer the following questions:

- 1) Why do you want to work for Moonshot CVE?
- 2) How does your experience make you a suitable candidate for the role?

Deadline for applications is 5pm (GMT) Friday 15th December, 2017. Applications submitted early may be considered before the deadline. Select candidates may be invited to an interview and/or assessment day at our London office in the week commencing 18th December, 2017.