



Job Title: *Project Assistant*

Application Deadline: *8 December, 2017*

Location: *London*

Contract Length: *1 year contract*

Start Date: *13 December, 2017*

Salary: *£23,000-£27,000 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. Project Assistants at Moonshot CVE play a key role in supporting the services we provide to a wide range of private and governmental clients. This role is designed to develop the skill sets that will help launch your career.

Moonshot CVE is looking for a Project Assistant to support across our programmes. Applicants must be eligible to work in the UK. They should also have an interest and desire to learn about violent extremism and different methods for countering it.

The Role:

- Support the team on the delivery of projects by providing research assistance, data entry and analysis across projects.
- Conduct ongoing research on a range of relevant areas to provide briefings for management.
- Gather and analyse data from various sources, regularly working with Excel and Sheets.
- Draft and edit internal and external company documents.
- Contribute to discussions on company strategy, aiming to provide new ideas and perspectives.
- Travel will be required for the role.

Requirements:

- Eligible to work in the UK, available to work from our London office.
- 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 and support team members.
- Must be willing to sign a non-disclosure agreement and adhere to company policies on confidentiality and security.

Desirable qualifications:

- Language skills: Bengali, Bahasa Indonesia, Malay, Tagalog, Somali, Hausa, Hindi or Urdu desirable but not required.
- Strong IT skills and data handling aptitude.
- Experience with paid advertising platforms.

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:

Applications due by 8th December, 2017. To apply for this role please email a CV (max. one page) and a cover letter (max. one page) to recruitment@moonshotcve.com with the job name as the subject line.