



**Job Title:** Project Assistant (Contract)

**Location:** London

**Contract Length:** 6-month initial contract with the potential for extension

**Start Date:** ASAP

**Salary:** London Living Wage

### **About Moonshot CVE:**

Moonshot CVE is a fast-growing startup which specialises in countering violent extremism (CVE) across the globe. We use data-proven techniques to ensure our clients respond to violent extremism effectively. Our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns. We currently operate in over 25 countries, and across different forms of violent extremism.

### **Working at Moonshot CVE:**

We are growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses to violent extremism, and leading innovation in the field, means that our work environment is fast-paced, dynamic and creative.

### **About the role:**

We are currently recruiting temporary Project Assistants to support the delivery of current countering violent extremism projects, in particular, those analysing and responding to risk online. In this role you will work closely alongside other project team members, carrying out analysis of social media data and supporting the implementation of responses to individuals at-risk of involvement in violent extremism. This role will provide insight into the innovative approaches designed by Moonshot CVE to prevent and disrupt radicalisation and extremism, as well as practical experience of implementing these methodologies.

This role will involve a variety of responsibilities, including:

- Analysis of diverse forms of data, including social media information, violent extremist material and data gathered by our in-house specialist tools.
- Support of multiple aspects of project delivery, ranging from strategic communications campaigns, online outreach to at-risk individuals, and research and evaluation projects.
- Conducting background desk-based research, in particular in relation to violent extremism online.
- Draft and edit internal and external company documents.



### **Requirements:**

Expected of all Project Assistants at this level:

- A deep interest in violent extremism and evidence of relevant professional or academic experience whether from CVE or other fields.
- A well-developed ability to source, interpret and analyse both quantitative and qualitative data.
- Excellent attention to detail and the ability to work with accuracy within tight deadlines.
- Inquisitiveness and adaptability, particularly in relation to new technology and the use of social media for research.
- Strong written, verbal and interpersonal communication skills.

In addition, we require and will check on candidates eligibility to work in the UK.

### **Desirable:**

Specialist skills we are seeking to recruit:

- Fluency in languages other than English, in particular, Arabic, Bahasa Indonesia, Bangla, Dhivehi, French, Hindi, Macedonian, Albanian, Russian.
- Knowledge of data science/advanced statistical analysis.
- Understanding of digital marketing or working with social media data.
- Specialist knowledge of specific forms of violent extremism.

### **Application Process:**

To apply for this role please email a CV and cover letter to Kotryna Zabulionyte, at [recruitment@moonshotcve.com](mailto:recruitment@moonshotcve.com). Your cover letter should not exceed two pages and must answer the following questions:

1. Why do you want to work for Moonshot CVE?
2. How do you meet the requirements of this role?