

Job Description Project Assistant



Job Title / Project Assistant

Location / London

Contract Length / 6-month full-time fixed-term contract

Start Date / ASAP

Salary / London Living Wage

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.
- Drafting and editing internal and external company documents.

Requirements / Essential

- A deep interest in violent extremism and evidence of relevant knowledge in this area.
- 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.

Eligibility for SC Clearance is required. In addition, we require and will check on candidates' eligibility to work in the UK and DBS checks.

Requirements / Desirable

- 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.

About Moonshot CVE

Moonshot CVE is a social enterprise which specialises in disrupting and reducing online harms across the globe. We currently operate in more than 28 countries across different forms of violent extremism, disinformation, and other public safety issues, such as gender-based violence. We use data-proven techniques to ensure our clients respond effectively, and our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns, and monitoring and evaluation.

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We do this through:

- Finding new ways to reach individuals at risk of involvement in violent extremism and other forms of violence.
- Working across different violent extremist ideologies and public safety issues.
- Collaborating with partners and working for clients including governments, NGOs and private sector organisations from across the globe.
- Building a multifaceted team with a diversity of backgrounds, both professional and academic, including international development, policing, communications, psychology, data science and software engineering.
- Investing in the research and development of new technologies and methodologies to counter extremism, misinformation, and other public safety issues.

Working at Moonshot CVE

We're growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses and leading innovation means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to a range of learning and development options, scope to advance personal subject-matter expertise, and opportunities for career progression.

Our staff say they value:

Our shared sense of purpose / working as a team to find new solutions to global challenges.

Personal development opportunities / a chance to learn new things and get even better at what you already do.

Our ideas-driven culture / opportunities to work with creativity and autonomy whatever your position in our organisation.

The diversity of thought / working with staff from a wide range of personal and professional backgrounds.

Open and collaborative working / being part of a team who support each other to achieve great results.

Inclusivity

Moonshot values the diversity of our team, and is committed to ensuring our workplace is inclusive. We are determined to ensure that our applicants and employees receive no less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race.

We recognise that our staff have different requirements based on their circumstances, and we are committed to providing a workplace that caters for these, including flexible working time to allow for caring responsibilities and remote working arrangements and work space adjustments to accommodate people with disabilities and other health conditions.

Benefits package

- Individually tailored training and skills development.
- 15 days' paid leave.
- Private healthcare package, including coverage for partners and children.
- Employee Assistance Programme providing access to mental health support.

Application Process

To apply for this role please submit your CV and cover letter. Your cover letter should not exceed two pages and must answer the following questions:

Why do you want to work for Moonshot CVE?

How do you meet the requirements of this role?

Applications without a cover letter will not be considered.

Click to apply