

Vacancy: Research Assistant



Hours:
Fulltime



Reporting to:
Director of Services



Location:
Head Office, Dublin

About Peter McVerry Trust:

Established in 1983 by Fr Peter McVerry, the charity works with individuals at risk of, or experiencing homelessness, in Dublin, Kildare, Laois and Limerick. Peter McVerry Trust provides a wide range of services in the areas of homelessness prevention, housing, homeless services, under 18s residential and drug treatment.

Vision: “An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”

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Our Mission:

Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

Key Duties

To provide support for the Research Coordinator in completing external and internal research activities, including planning, organizing, conducting, and communicating research studies, with an aim to support the delivery of Peter McVerry Trust services while demonstrating an unwavering commitment to social inclusion and reducing homelessness.

Role Responsibilities

- Conduct literature searches and reviews
- Contribute to the planning of research projects
- Assist in the development of interview schedules and survey questions
- Assist with research participant coordination including recruitment, scheduling, and conducting of the interviews
- Assist with survey and questionnaire management including preparation, administration, and electronic data capture and management
- Review and edit data to ensure completeness and accuracy of information
- Perform quantitative and qualitative data analysis
- Summarize project results, prepare progress reports and contribute to publications
- Present research progress and outcomes to internal and external stakeholders in a clear and accurate manner
- Analyse, manage, present and deliver clear information and records for reports using data available on the CRM to a range of internal staff and external stakeholders to support policy making decisions

Role Responsibilities

- Build reports through the internal data system highlighting activities within the service/organisation and capturing outcomes in line with organisational and national requirements to inform and respond to policy
- Plan and co-ordinate with staff to administer research and ensure participant engagement in external research to tight deadlines
- Ensure evidence-based policy creation and progression through participatory research and use of the CRM Salesforce
- Managing ongoing research and evaluation projects including project organisation, supervision and report preparation to support policy implementation and design
- Produce and collaborate on production of executive summaries pertaining to homelessness
- Ensure that data from the CRM is accurate and readily available for the Director of Services
- Attend project meetings, seminars, and conferences
- Work to deadlines and manage competing priorities
- Assist in the identification of the opportunities and document preparation for grant submissions

Qualifications

- Hold a relevant third-level qualification (QQI Level 8) suitable to the requirements of the role (preferably BA in one of the following Sociology, Social Research, Social Policy, Social Work, Psychology, Education, Demography, or Economics)
- Masters degree (QQI Level 9) *desired but not required*

Experience:

- Demonstrate experience in a similar research role
- Demonstrate ability to use data analysis packages including SPSS, R, NVivo, and/or other research-related software
- Excellent knowledge of issues related to homelessness, social exclusion and social policies in housing and homelessness

Skills

- Work successfully as part of a team and independently
- Willingness to work to task completion and manage multiple competing tasks to tight deadlines while ensuring timely delivery of high-quality work and projects
- Manage large and complex databases and develop summary tables and charts
- High-level report writing and presentation skills
- Excellent written and verbal communication skills using the English language
- Discretion handling confidential information
- Full, clean drivers' licence is desirable, but not required
- Knowledge of Qualtrics software is highly desirable

To apply please download the application form:

[Application Form](#)

**Completed application forms should be sent to recruitment@pmvtrust.ie
along with CV and Cover Letter**

Peter McVerry Trust is an Equal Opportunity Employer

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Charity Number CHY7256**