

**Reports To:** Lucy Cullinane/Emily Fripp

**Job Purpose:** Researcher

**Work Pattern:** In-office 4 days a week, 1 day remote

**Key Responsibilities:**

- Provide research on all areas of Efeca's work, as and when required.
- Undertake project and proposal administration (progressing to management) including financial administrative support to all programmes of work, as and when required.
- Support marketing and communication activities, such as websites, infographics, capability statements and other such documents incorporating Efeca's new branding
- Support the development of client leads, proposals and other marketing activities, leading to the preparation of marketing documents including proposals.
- Ensure high quality outputs are produced, in line with Efeca's new branding, and to a high technical standard.
- Work in close cooperation with other Efeca team members, including Efeca Associates and sub-consultants, building team relationships.
- Support the implementation of administrative and operational procedures throughout Efeca.
- Undertake other administrative tasks as and when required.

This role might occasionally include UK travel.

Please send your CV and cover letter to Lucy Cullinane at [info@efeca.com](mailto:info@efeca.com) by Friday, 14<sup>th</sup> February. Candidates must be eligible to work in the UK. It is hoped the successful candidate(s) will start in Bournemouth as soon as possible. A competitive salary will be offered appropriate to experience and qualifications. Further information on Efeca please refer to our website: [www.efeca.com](http://www.efeca.com).