

# Junior Research Executive

## Social & Political – London Team

**We're on the hunt for a client facing Junior Research Executive to join our fast growing and award-winning agency. You will get involved in all aspects of the Market Research and Insight world. This ranges from fast turnaround polling to large strategic projects encompassing multiple research elements, with regular internal training sessions to strengthen your skillset.**

**This is an entry level role, focused on quantitative research with occasional qualitative work. While we expect you to have a strong interest in politics and society, and potentially some experience, we would provide training for all the specific tasks involved.**

### About Opinium:

MRS 2021 Agency of the Year. Winner of the MRS best place to work award three times, the Drum Best Place to Work 2018 & 2019, and the 2019 Women in Research Best Agency to Work Globally. Opinium is a strategic insight agency, that truly puts its people at the centre of everything they do.

Across our four offices in London, New York, Amsterdam and Cape Town, we help our clients harness the power of insight on a global scale to build, grow, promote and make strategic business decisions. We also use Opinium for good, working with multiple charities and volunteering.

This is a role in our political and social research team. We were the most accurate pollsters at the last general election and we have a strong reputation in Westminster and among media. Our clients range from think tanks, campaign groups and charities to consultancies, universities and public sector bodies.

### Our culture:

We really believe we have a unique culture which provides a stimulating, challenging and rewarding workplace whilst providing a supportive environment and focus on the wellbeing of our people.

*“When measuring success, revenue growth and employee wellbeing should go hand-in-hand. It's the only way to build an insight agency that clients want to work with. We've placed our people where they rightfully belong: at the heart of our business.”*

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**James Endersby, Opinium CEO, Chair designate of the Market Research Society (MRS)**

**Your opportunity:**

This is an exciting and challenging role with great scope for development. You will be actively involved in managing research projects from start to finish, including direct liaison with clients.

**Who we're looking for:**

- This is an entry-level role for someone looking to start a career in political and social research. We are looking for people who are passionate, resilient, creative, authentic and are keen to learn, grow and develop their career at a top insight agency.
- It would suit somebody who is comfortable taking ownership of their own projects and accounts but also working as part of a team and stepping in to help colleagues when things are busy.
- This role would suit somebody with excellent analytical ability and outstanding communication skills both orally and written.
- You would be happy to work collaboratively with and speak to clients on a daily basis, helping to grow accounts, provide costs, support proposals and win new business.
- You will be working with a team of hard-working people, so somebody with a can-do attitude, flexibility and keenness to work is essential. Given the wide range of duties in this role, career progression opportunities could be diverse for any successful candidate.

**Desired skills and expertise:**

- Strong numeracy skills and the ability to interpret data
- Building relationships both internally and with clients
- Strong team-working skills
- Highly developed organisational, time-management and co-ordination skills
- Proven ability to meet tight deadlines
- An excellent eye for detail
- Pro-active and clear communication skills
- Good proficiency in Word, Excel and PowerPoint
- Experience of advanced statistical software such as SPSS or R is preferable but by no means essential

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**After a thorough onboarding and training programme, and as you progress in the role, some of the general tasks and responsibilities you will excel in include:**

- Reviewing and designing questionnaires
- Scripting
- Running data cleaning and building data tables
- Development and checking of table specification
- Writing summary word reports
- Producing copy for external publication (such as tweets, blog posts)
- Basic charting in PowerPoint
- Checking data and reports
- Responding to client emails (for example about questionnaires, scripting)
- Preparation for debriefs and presentations
- Attending client meetings, debriefs, pitches, intro calls
- Contributing to larger scale proposals in Word or PowerPoint
- Designing and costing smaller projects
- Running small projects from start to finish
- General project administration

**Experience:**

- Some work experience in a relevant industry would be beneficial

**What we offer you:**

We have a wide range of wellbeing tools and initiatives so that you can be your best inside and outside of work.

- A thorough onboarding and training programme and the tools, resources and support you need to succeed and grow
- A career manager (who invests in and looks after your career)
- A collaborative and supportive team
- A truly flexible work environment, hybrid working with a focus on prioritising work-life balance
- A fun, inclusive and thoughtful company culture with a vibrant social calendar including regular agency drinks, our monthly lunch, social events and parties
- Competitive salary, annual leave, and an excellent pension scheme
- Benefits including life insurance, critical illness insurance, dental insurance, Bike to Work scheme, Season Ticket Loan, generous savings plans and a monthly wellbeing allowance (£60 per month e.g. gym, sports club, language classes), volunteering days, pre-paid vouchers for annual flu jab/eye test, annual health assessments, flexi start/leave, birthday come-in-lates or leave-earlies, WFH equipment allowance.

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**Equal opportunity employer:**

Opinium is committed to a work environment that is inclusive to all and free of discrimination. We are an equal opportunity employer without regard to race, colour, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression and genetic predisposition.

**And finally, don't just take our word for it:**

*"I feel confident to bring my full self to work, to share ideas with my colleagues, and that my voice matters."*

**LaShanda Seaman, Qualitative Research Manager and Board Member of the Market Research Society (MRS)**

Have a look at our recent agency video that we submitted for the MRS Best Place to Work Award 2022: <https://vimeo.com/726685004/6e539af9e8>

If you think this role is for you, send your CV and cover letter to [recruitment@opinium.com](mailto:recruitment@opinium.com)

**Thanks!**

Our **Recruitment Candidate Privacy Notice** can be found [here](#).