

## Job Description - Water Efficiency Research Specialist

Salary: £28-30k per annum  
Contract: Permanent  
Hours: Full time - 40 hours per week (including a daily lunch break)  
Start date: Week commencing 6 August  
Location: Home-based with one or two days per week at a shared office in central London

### Waterwise

Waterwise is an independent, not-for-profit UK NGO focused on reducing water consumption in the UK. We support and challenge governments, industry, customers and others to be innovative and ambitious on water efficiency. We are the leading authority on water efficiency in the UK. Our work includes research, events, technological and policy innovation and media.

## Water Efficiency Research Specialist Person Specification

### Overview

We need someone who is proactive and has a strong research background to work as part of our small, high-powered, influential team. The role involves research, project work, campaigns, communications, policy, stakeholder and other activity. It's a great opportunity to be immersed in and drive the water efficiency policy, regulatory and delivery agenda, internally to Waterwise and externally with stakeholders.

### Essential Knowledge and Skills

- Bachelors or Masters in environmental science, planning or policy
- Experience with survey development and analysis
- Experience of working with Microsoft Office programmes: Outlook, Word, Excel, PowerPoint
- Experience in supporting delivery of workshops, conferences and events
- Ability to work flexibly within a small team
- Ability to manage own time and prioritise tasks
- Excellent oral and written communication

### Desirable knowledge, skills and experience

- Education or applied background in behaviour change/customer communications
- Experience in the water sector - for example for a water company, NGO, regulator, government or consulting
- An understanding of water efficiency for household and/or non-households
- An understanding of innovation and research approaches
- Understanding of social media and information technology
- Experience in presenting

## Water Efficiency Research Specialist Role Description

Reporting to the Director of Policy and Innovation, you will be a key part of the team - supporting and delivering research projects, stakeholder engagement and the wider work programme at Waterwise. You will be expected to draw on your own research background to suggest ideas for new projects and develop these with the support of your line manager. You will work on discrete research projects as and when they arrive. You will be responsible for project management and communication both internally and externally, to ensure projects are delivered on time.

Your role will include:

- Research - supporting and delivering research projects
- Project management - communicating internally and externally on projects, and to ensure they are delivered on time
- Policy - supporting external policy development, consultation responses and the delivery of Waterwise's Water Efficiency Strategy for the UK
- Communications - leading Waterwise's social media, writing blogs and press releases, liaising with the media and providing input to written publications or interviews for other mediums, Waterwise website
- Campaigns - planning and delivery
- Expertise - providing advice internally and externally on behaviour change and customer engagement
- Secretariat roles for Waterwise Leadership Groups - writing/distributing agenda and minutes, keeping in contact with members, preparing papers, keeping the website section updated and supporting projects funded by the Groups
- Networks - using and developing networks to deliver ambitious and innovative water efficiency
- Marketing - promoting Waterwise externally in your everyday work and conversations
- Stakeholder/external engagement - developing and sustaining relationships with Waterwise Supporters and other stakeholders; speaking at events
- Supporting administration, communications and organisation of events
- Assisting the team on various projects, events and core work.

Other tasks and duties may arise.