



## Position Description: Social Impact Research Assistant

### Purpose of role

The Social Impact Research Assistant **is a volunteer-based position** that will assist the Evaluations and Social Impact manager in designing, running and analysing quality control and social impact studies within the I CAN Network. This person will mostly work 'behind-the-scenes' with findings being communicated to management (Core Enabler team), the I CAN Team (made of volunteers and employees) and the wider community.

### Position of Social Impact Research Assistant

The Evaluations and Social Impact team works 'behind-the-scenes' to measure the quality and social impact of programs run in the I CAN Network for young people on the Autism Spectrum and other stakeholders. These programs include primary and secondary school mentoring programs as well as teenager and young adult camps and presentations run by the Speaker's and Professional Development agency.

The team is led by the Evaluations and Social Impact manager who directs the team on what they will be doing, designs studies and finalises findings and conclusions for presentation within and outside the I CAN Network. The Social Impact Research Assistant **is a volunteer-based position** that will assist the Evaluations and Social Impact manager by compiling and analysing data from such studies. The Social Impact Research Assistant will also assist in communicating findings via oral and written means to the I CAN team and the wider community. The Social Impact Research Assistant will meet with the Evaluations and Social Impact manager at least once/fortnight, including attending a workshop once/month. This role will start immediately after recruitment and require a commitment of around 4-6 hours/week.

The ideal candidate would have a background in analysis and statistics as well as study design and communication of findings. Some experience will be attained in running studies that build an evidence base for a strengths-based approach in Autism. It is hoped that this experience will be helpful in applying for future jobs within and outside the I CAN Network.

### What will YOU get out of this?

<ul style="list-style-type: none"><li>• Portfolio of results and experiences for your next job</li></ul>	<ul style="list-style-type: none"><li>• Chance to interact with different people on and outside Autism Spectrum</li></ul>
<ul style="list-style-type: none"><li>• Application of what you have learnt to a real-life situation</li></ul>	<ul style="list-style-type: none"><li>• Seeing the fun in analysis and statistics</li></ul>
<ul style="list-style-type: none"><li>• The opportunity to make a difference</li></ul>	<ul style="list-style-type: none"><li>• Insight into strengths-based approach of Autism with build-up</li></ul>



	of evidence base for approach.
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**How to apply?**

Please apply in writing to [opportunities@icannetwork.com.au](mailto:opportunities@icannetwork.com.au) with 'Social Impact Research Assistant application' in the subject title. Please attach the following documents in your application:

- A cover letter addressing the core requirements of the position and the mission and values of the I CAN Network
- A current curriculum vitae (CV), including the names and contact details of at least two referees (preferably including a current or previous supervisor)

Closing date for applications: Friday 5<sup>th</sup> May 2017





Key position information		Date updated: 13/01/2017
<b>Title:</b> Social Impact Research Assistant	<b>Position reports to:</b> Evaluations and Social Impact manager	
Primary purpose of position	Interests	Capabilities
The Social Impact Research Assistant <b>is a volunteer-based position</b> that will work with the Evaluations and Social Impact manager to run studies that measure the quality and social impact of programs within the I CAN Network. The position will mostly involve compiling and analysing data collected from evaluation forms, particularly quantitative/numerical data. Although some on-the-job training will be provided on how to communicate findings to a broad audience, the person will need to have background experience on data analysis and study design.	<ul style="list-style-type: none"> <li>• Interest in Autism Spectrum</li> <li>• Contributing to a genuine cause in assisting people on Autism Spectrum</li> <li>• Generating an evidence base for a strengths-based approach towards Autism</li> <li>• Enhancing statistical, analytical and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge in data analysis and statistical tests and thinking</li> <li>• Computer skills, especially in Excel and/or statistical software (e.g., R)</li> <li>• Clear communication skills to cater for diverse audiences</li> <li>• Study design and implementation</li> </ul>
Responsibilities	Tasks	
<b>Collate and analyse data</b>	<ul style="list-style-type: none"> <li>• Collect and compile data from evaluation forms.</li> <li>• Analyse data and apply statistics, if required.</li> <li>• Draw meaningful conclusions from the data.</li> </ul>	
<b>Communicate findings to I CAN Team</b>	<ul style="list-style-type: none"> <li>• Present data collected from evaluation forms in a format understood by everyone.</li> <li>• Adapt data to readable format in writing of a social impact statement and social impact report, including drawing of tables and graphs.</li> <li>• Communicate findings to Core Enablers (management team) and I CAN Team.</li> </ul>	
<b>Design studies</b>	<ul style="list-style-type: none"> <li>• Communicate with I CAN Team on how studies should be designed and run.</li> <li>• Provide feedback to Evaluations and Social Impact manager on how studies should be designed, run and analysed.</li> <li>• With sufficient experience in position, design own studies that relate to quality control and social impact of programs.</li> <li>• Find ways to automate data collection and analysis.</li> </ul>	