Research & Production Assistant
Job description

September 2021

BecomingX

Why BecomingX?

BecomingX was founded with one simple purpose - to create a world where everyone can realise their potential. We set out to work with the most inspiring and iconic people on the planet to understand what it really takes to succeed - and to share their experience with people around the world to help raise aspirations and provide the skills and confidence to realise their potential, no matter what their backgrounds.

We want to become the world's leading education company. Not the biggest, but the best. The one that has the greatest impact on improving people's lives. This is the journey we are on and we strive to be the best at everything we do, working in a 'no compromise' way to deliver the very best quality products and outcomes for schools, universities, companies and individuals.

BecomingX is a 'B Corporation' certified to meet the highest social and environmental standards. Social impact is in our DNA and it is why we exist. We are committed to ensuring equality, inclusion and diversity in everything we do.

Research & Production Assistant

The research & production assistant's primary role will be to provide key research, analysis and insights to help BecomingX deliver world-class interviews and education content. This will be alongside several other key activities which are important to help us grow our business - we are a small team and need everyone to pitch in at times! The position reports to the Education Manager and the CEO.

Role responsibilities:

1. BecomingX Interviews
- Researching the world's most inspirational and iconic people. This includes:
  - Developing a robust research pack on each interviewee
  - Question development
  - Creation of briefing packs for interviewees pre and post interview
- Supporting with the logistics of interview filming (travel, accommodation, scheduling, briefings, on-site interviewee support etc.)
- Analysing interviews and making recommendations on usage
- Managing transcription and subtitling
- Owning and organising the library of filmed content

2. BecomingX Education & Client Work
- Developing robust research to support our education programme (e.g. research into key topics relating to what it takes to succeed, understanding the education market) - this will include desk-based research as well as case study research in our partner schools
- Project management and deliverable support for commercial client work

3. Additional Responsibilities

- Monitoring customer email and providing customer support (phone and chat)
- Support with social media scheduling
- Supporting our efforts to be a leading 'B Corporation' that maximises its social, economic and environmental value
- Supporting BecomingX Foundation in its mission to help people in lower-income countries and underserved communities

Skills, experience and attributes required:

- Experience of working in a private/corporate organisation is preferred
- Significant research experience to at least a degree level
- Strong communication and presentation skills, and a demonstrated ability to produce high-quality outputs
- Ability to manage multiple priorities and projects confidently
- Belief in transparency and high-integrity leadership
- An uncompromising focus on quality and an incredible attention to detail
- The ability to work independently, remotely and in some cases with minimal interaction and supervision day to day (we're a small team for now)
- The confidence to work with high-profile people in a professional, friendly and discrete way
- The resilience and fortitude to do what is necessary to succeed
- A willingness to get stuck in!