

Assistant Analyst

CANDIDATE BRIEFING DOCUMENT



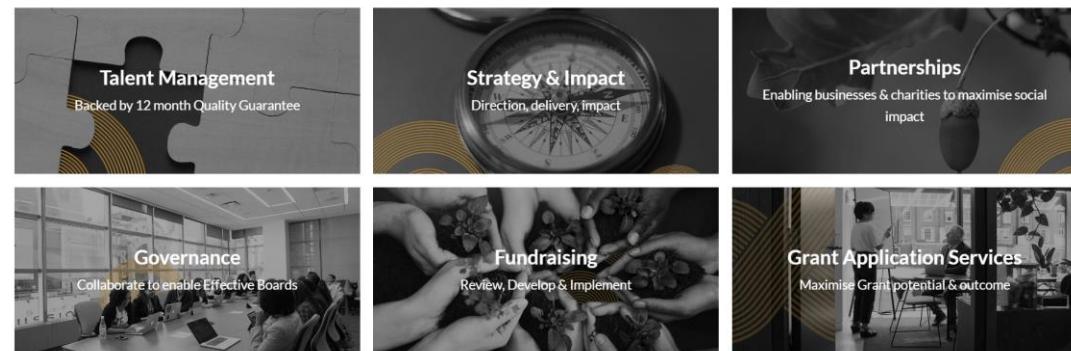
November 2023

ABOUT 2INTO3

At 2into3 we work to build the capacity of organisations, enabling them to have a transformative social impact.

We are passionate about supporting people and organisations to have a greater impact in the community, whether they are a charity, sporting organisation, government body, social enterprise, philanthropist or private company.

With offices in Dublin, Belfast, Cork and Galway, 2into3 works across the entire island of Ireland and has a proven track record with over 360 clients availing of its services.



You can read more about 2into3 and our services on our website: 2into3.com

MISSION

Build the capacity of organisations to have a transformative social impact.

VISION

Enabling a world where the social economy meets the needs of its people.

WHAT DO WE MEAN BY SOCIAL ECONOMY?

By social economy we refer to all organisations who strive to have a public purpose and social impact. They are built on the principle that people come first and profits are reinvested into the organisation to further its mission.

HOW WE ENABLE TRANSFORMATIVE SOCIAL IMPACT

Through our work we can help our clients achieve greater social impact. To date this impact has been delivered by more effective fundraising, ambitious yet achievable strategic plans, organisational structures that are fit for purpose, optimal funding is used, placing motivated people in the right roles or ensuring the correct governance measures are in place, to name but a few outcomes.

OUR SERVICES

- **Talent Management Services** (including Senior Recruitment and the For Purpose Graduate Programme)
- **Strategic Advisory Services** (including Strategic Planning, Governance and Organisation Reviews)
- **Funding Advisory Services** (including Fundraising Strategy, Grants and Partnerships)
- **Insights** (including Fundraising Trends and Metrics)

For Purpose is part of **2into3**, and the successful candidate will take part in the **For Purpose Social Impact Graduate Programme**.

For Purpose was established to provide a structured and unified graduate programme for the charity and community sector in Ireland.

It was designed to provide a career path into the sector, support early career professionals and help meet the current and future needs of the sector.

We connect social impact organisations with talented graduates who are searching for purpose in their careers and the chance to make an impact on society.

The successful candidate will receive:

- ✓ One-year paid employment
- ✓ Monthly meetings with a mentor
- ✓ Monthly learning seminars
- ✓ Access to a professional network
- ✓ Networking opportunities

You can read more about For Purpose on our website: www.forpurpose.ie



ROLE SUMMARY

2into3 is now recruiting for an Assistant Analyst. This role will be split between our Grants & Economic Services and our Partnerships Practice.

Reporting to Director of Grants & Economic Services, the post holder will support the success and continued development of the Management Consulting Practice, by gathering data and conducting analyses that bring new insights to the challenges faced by our not-for-profit and business clients in relation to accessing grants and securing corporate charity partnerships.



THE POSITION

Title	Assistant Analyst
Reporting to	Director of Grants & Economic Services
Hours	Full-Time, 09:00 – 17:30 Monday – Friday
Location	Ormeau Baths, 18 Ormeau Avenue, Belfast, BT2 8HS (with hybrid working arrangements and travel required)
Duration	12 month (with 6-month probationary period) For Purpose Graduate Programme with the prospect of progressing further within 2into3 on successful completion.
Remuneration	£21,500



Assignment Support & Delivery

- Attending client meetings with assigned consultant(s).
- Listening to, and accurately capture others' ideas, feedback and concerns and articulate ideas in a clear and engaging manner.
- Gathering data from client and market, conducting analysis, and preparing and summarising findings for review by consultant(s).
- To analyse key performance indicators to inform the economic feasibility of a project and its potential to attract specific funding sources.
- Preparing client-ready presentations, proposals, reports, and research papers under direction of assigned consultant(s).
- Create clear and precise reports and presentations that highlight findings in an accessible format. Produce reports to government departmental standards such as Green Book Appraisals, Cost Benefit Analysis and Public Spending Code.
- Monitoring and analysing trends in the nonprofit sector.
- Conduct in-depth research on government funding programmes at a local, regional, national, and European level.



Supporting the Funding Practice team

- Supporting with workshop, meeting and webinar logistics.
- Supporting in the preparation of client project plans with assigned consultant(s).
- Ensuring up-to-date information on prospective and current clients is recorded and maintained on appropriate systems in a confidential and professional manner.
- Contributing to the continuous development of all systems, processes and resources to support the above.
- Preparing and presenting weekly and monthly project reports for areas of responsibility.
- Providing general assistance to assigned consultant(s) in the running and development of the practice.
- Stay current on nonprofit sector and business developments, emerging trends, and innovative approaches to social impact.

Business Development

- Tracking and identifying relevant tenders and potential new business opportunities.
- Researching prospective clients for assigned consultant(s).
- Preparing consultancy proposals in line with 2into3 methodology and client's needs.
- Attending industry networking opportunities.



These duties are a general guide to the responsibilities of the Assistant Analyst. They are neither definitive nor restrictive.

The post-holder may be required to undertake other duties commensurate with the post.

PERSON PROFILE

This is an ideal opportunity for a graduate with a third-level degree in related discipline interested in working to build the capacity of organisations to have a transformative social impact.

We are searching for an energetic and motivated individual to join 2into3 and to be a part of the For Purpose Social Impact Graduate Programme.

The successful candidate will be adaptive, collaborative and have strong attention to detail. They will need to have excellent interpersonal and communication skills and the ability to work under pressure to tight deadlines.



CORE COMPETENCIES AND SKILLS

Criteria	Essential	Desirable
Third-level qualification in a relevant field, ideally in business or similar	✓	
High degree of motivation, initiative, flexibility, and creativity	✓	
Exceptional interpersonal and communication skills (oral, written, listening)	✓	
Ability to manage a varied workload and meet challenging deadlines	✓	
Highly organised and strong attention to detail	✓	
Ability to take ownership of work	✓	
Strong data analysis and numeracy skills	✓	
Ability to research, collate and present data	✓	
Strong commitment to teamwork and ability to work in a collaborative manner	✓	
Excellent IT skills, particularly MS packages e.g. Word, Excel and Outlook	✓	
Strong passion for the work that 2into3 do and a demonstratable interest in the nonprofit sector.	✓	
Fluent English speaker	✓	
Full working rights in Ireland and Northern Ireland	✓	
Proficient use of Microsoft Excel is a distinct advantage.		✓

BENEFITS

The successful candidate will receive:

- 20 days annual leave.
- Bike to Work Scheme.
- Career progression opportunities.
- Networking opportunities.
- Participation in For Purpose Social Impact Graduate Programme



APPLICATION PROCESS

Recruitment for this role is being managed exclusively by For Purpose.

To apply, please send your cover letter and CV (in Word format only) to aoife.duff@forpurpose.ie.

Closing date for applications is **Wednesday 29 November 2023**.

- **Website** www.forpurpose.ie
- **E-Mail** aoife.duff@forpurpose.ie
- **Address** Huckletree in The Academy, 42 Pearse St, Dublin D02 YX88
- **Telephone** 086 775 9352

2into3 is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.