



Forever Consulting Recruitment Pack

ABOUT FOREVER CONSULTING

Forever Consulting provides social and economic research and consultancy services with enthusiasm, integrity and creativity. We are a social enterprise that delivers great projects, makes clients happy and reinvests all our profits into grassroots community activities.

We collaborate with clients in the public, private, and voluntary sectors providing tailored, high quality and independent advice. Our expertise includes performance management and evaluation, stakeholder and community engagement, research and strategy, and business cases and impact assessment.



WE OFFER GENUINE SOCIAL VALUE. As a social enterprise, all our profits go to Forever Manchester – the only charity that raises money to fund and support community activity across Greater Manchester. This means our clients’ budgets go further, supporting communities that need it most.

COMMUNITIES ARE AT THE HEART OF EVERYTHING WE DO. We believe local people are the essence of every community. We love engaging a diverse range of stakeholders and communities, using accessible, fun and innovative approaches to ensure their voices are heard in a meaningful way.



WE TELL THE STORIES BEHIND THE DATA. We love analysing complex data and evidence from a variety of sources. We go beyond the data and explore what else is going on. We communicate information with clarity, in a compelling way, bringing the human stories behind the data to life.

WE EMBRACE LEARNING. We want to make a positive difference by always developing, innovating, and sharing what we know. Our clients benefit from this and our straightforward, honest advice, which helps them make good decisions that benefit their organisations and communities.



ABOUT FOREVER MANCHESTER

Forever Manchester is the only charity that raises money to fund and support community activity across Greater Manchester. Established in 1989, they have delivered over £59 million into local communities, and support 1,300 community projects each year. Forever Manchester provides advice, encouragement, and funding to support local people doing extraordinary things together.

All of Forever Consulting’s profits go directly to Forever Manchester and the vital work that they do.

OUR TEAM



We're a friendly and collaborative team of economists, social researchers, and community engagement specialists who love what we do! We believe in creating a fun, supportive, and inclusive environment where everyone feels valued and can thrive. We genuinely care about each other and enjoy working together, sharing our unique skills and experiences to deliver fresh and innovative results for our clients.

Our core team currently consists of five people, and we're excited to be growing! We share an office with, and benefit from, the resources and support of Forever Manchester, which adds to our collaborative and dynamic atmosphere. We also regularly team up with a range of external partners and associates, giving us diverse perspectives and opportunities.

We're currently implementing an ambitious six-year Growth Strategy, and a key part of that is expanding our team at Forever Consulting by two people. We're ideally looking for one Consultant and one Senior Consultant. However, we're open to finding the right fit, so we may hire two people in either role depending on the candidates we meet.

These two roles offer exciting opportunities at different stages of your career. While both roles involve similar types of work, the level of responsibility and complexity of tasks will be tailored to your experience.

On the following pages, you'll find more details about the two roles we're currently hiring for, as well as information about our employee benefits.

CONSULTANT / SOCIAL OR ECONOMIC RESEARCH ANALYST

Role Profile

- Job title:** Consultant
- Hours of work:** 35 hours per week. Part-time applications will also be considered
- Location:** Central Manchester (Hybrid working available, with a preference for two days a week in our Central Manchester office)
- Salary:** From £24,000 to £32,000 per annum

Overview of the Role

Are you a passionate social or economic researcher looking to grow your career with a great work-life balance and a socially driven employer?

This varied role offers a fantastic opportunity to contribute to meaningful projects. You'll work closely with our Project Managers and Senior Consultants, supporting them with primary and secondary quantitative and qualitative research and analysis, and helping organise and plan our research such as scheduling interviews. We're looking for someone with some research and analytical skills who is eager to learn and contribute to uncovering insights and telling compelling stories with data.

Join our fun, highly motivated, and passionate team and use your talents to make a real difference!

What You'll Be Doing (Key Responsibilities)

This list gives you an idea of the main duties and responsibilities, but it's not exhaustive:

- ∞ Supporting primary and secondary quantitative and qualitative research and analysis, including:
 - Providing and analysing key data, creating charts, graphs, and other data visualisation and intelligence for our projects.
 - Organising and planning research tasks.
 - Analysing data from questionnaires, interviews and focus groups, and interpreting what the story is – or the 'so what' – for our clients.
 - Administering surveys, and interviewing and facilitating focus groups and workshops (with support from the wider team).
- ∞ Ensuring the quality of our outputs. This includes checking your own work and the teams'. This may include reviewing and formatting spreadsheets, reports and presentations.

What You'll Bring (Knowledge, Skills, and Experience)

In your cover letter, please tell us about your knowledge, skills, and experience in the following areas. Don't worry if you don't have experience in everything – we're committed to supporting your development:

- ∞ Research skills including both qualitative and quantitative approaches to meet the needs of the 'Key Responsibilities'.
- ∞ Good analytical and technical skills, including proficiency in Excel, Word, and PowerPoint.
- ∞ Knowledge of relevant socio-economic datasets/sources.

- ∞ Interest in/ experience of using Artificial Intelligence in research and analysis.
- ∞ Excellent written and verbal communication skills.
- ∞ Strong attention to detail, including reviewing your own work and the work of others.
- ∞ Ability to work independently and collaboratively within a team.
- ∞ Experience of working in a fast-paced environment and meeting deadlines.
- ∞ Ability to work flexibly according to the needs of our clients, research participants, and colleagues – this may include occasional evenings and weekends.

SENIOR CONSULTANT / SENIOR SOCIAL OR ECONOMIC RESEARCH ANALYST

Role Profile

- Job title:** Senior Consultant
- Hours of work:** 35 hours per week. Part-time applications will also be considered
- Location:** Central Manchester (Hybrid working available, with a preference for two days a week in our Central Manchester office)
- Salary:** From £32,000 to £42,000 per annum

Overview of the Role

Are you a passionate social or economic researcher looking for a career with a great work-life balance and a socially driven employer?

This varied role offers a fantastic opportunity to contribute to meaningful projects. You'll support our Project Managers by conducting primary and secondary quantitative and qualitative research and analysis. We're looking for someone with strong research and analytical skills who enjoys uncovering insights and telling compelling stories with data. At this time, we are particularly looking for someone with exceptional quantitative data analysis skills.

Join our fun, highly motivated, and passionate team and use your talents to make a real difference!

What You'll Be Doing (Key Responsibilities)

This list gives you an idea of the main duties and responsibilities, but it's not exhaustive:

- ∞ Conducting primary and secondary quantitative and qualitative research and analysis, including:
 - Providing and analysing key data, creating charts, graphs, and other data visualisation and intelligence for our projects.
 - Designing, running, and analysing questionnaires, interviews and focus groups.
 - Constructing Excel models for Cost Benefit Analysis or Social Return on Investment Analysis.
- ∞ Supporting report writing and presentations.
- ∞ Contributing to business development by helping prepare tenders to win new work.
- ∞ Ensuring the quality of our outputs. This includes checking your own work and the teams'. This may include reviewing and formatting spreadsheets, reports and presentations.

What You'll Bring (Knowledge, Skills, and Experience)

In your cover letter, please tell us about your knowledge, skills, and experience in the following areas. Don't worry if you don't have experience in everything – we're committed to supporting your development:

- ∞ Research skills including both qualitative and quantitative approaches to meet the needs of the 'Key Responsibilities'.
- ∞ Report writing skills.
- ∞ Strong analytical and technical skills, including proficiency in Excel, GIS, and questionnaire design tools.

- ∞ Use and knowledge of relevant socio-economic datasets/sources.
- ∞ Knowledge of research methods, evaluation, appraisal guidance, and related methodologies.
- ∞ Experience with Artificial Intelligence in research and analysis.
- ∞ Excellent written and verbal communication skills.
- ∞ Strong attention to detail, including reviewing your own work and the work of others'.
- ∞ Ability to work independently and collaboratively within a team.
- ∞ Experience of working in a fast-paced environment and meeting deadlines.
- ∞ Ability to work flexibility according to the needs of our clients, research participants, and colleagues – this may include occasional evenings and weekends.

WHAT WE OFFER

At Forever Consulting, we're passionate about helping our people grow and succeed. As a certified social enterprise, we're committed to creating positive social change. That's why we donate all our profits to Forever Manchester, a fantastic charity that supports grassroots community activity. We're also proud to be verified as 'People and Planet First,' which means we prioritise people and the environment over profit. There are also plenty of opportunities to volunteer with Forever Manchester.

We're committed to building a diverse and inclusive team. People from minority ethnic backgrounds are less likely to work in consulting. To make a real difference for our clients, our team, and the wider community, we need a mix of people with different backgrounds and ways of thinking. We welcome applications from everyone, whatever their background.

We offer an inclusive, rewarding, and collaborative environment with a range of benefits.



Key Highlights Include:

Investing in You (Stay and Grow)

- ∞ **Generous Holiday Allowance:** 30 days of annual leave (plus bank holidays, totalling 38 days) pro rata.
- ∞ **Learning and Development:** Opportunities for team training and personal development.
- ∞ **Pension Scheme:** Up to 10% employer-matched pension contributions.

Supporting Your Wellbeing (Keeping Healthy)

- ∞ **Comprehensive Healthcare Scheme:*** Access to a range of healthcare services, including medical diagnostics, treatment and surgery, physiotherapy, a 24/7 GP helpline, and mental health support.
- ∞ **Health Cash Plan:*** Claim cashback for dental, optical, and other healthcare expenses.
- ∞ **Flexible Working:** We support flexible working arrangements to help you maintain a healthy work-life balance.

- ∞ **Christmas Closure:** 3 days of paid leave over the Christmas period.
- ∞ **Birthday Treat:** A day off to celebrate your birthday!

A Great Place to Work (Great Environment)

- ∞ **Hybrid Working:** We support hybrid working, with a preference for two days a week in our Central Manchester office.
- ∞ **Regular Team Get-Togethers:** Monthly full team gatherings in the office with the Forever Manchester team.
- ∞ **Social Life:** We have fun social events with Forever Manchester most quarters, plus additional team socials just for Forever Consulting.
- ∞ **Opportunities to Engage:** Opportunities to connect with our Board of Trustees.

**Benefits available upon completion of the probationary period.*

HOW TO APPLY

We're excited to hear from you!

To apply for one of the positions, please submit your CV and a cover letter to:

Jenny@foreverconsulting.co.uk by **1pm 26th February 2025**

In your covering letter, please tell us:

- ∞ **The role you're applying for** (helps us keep things organised)
- ∞ **What excites you about this opportunity** (shows your enthusiasm)
- ∞ **What you bring** (evidences your knowledge, skills and experience – please make sure you have addressed each point in the job description)

If you do not include a covering letter with your CV, your application will not be considered.

Recruitment Timetable

- ∞ **Application deadline:** 1pm 26th February 2025
- ∞ **Interview:** Interviews will be held on the 24th and 26th March 2025

Questions?

If you have any questions about the role, please don't hesitate to contact Claire at:

claire.slade@foreverconsulting.co.uk

Please send your CV and covering letter to Jenny at: Jenny@foreverconsulting.co.uk

Thank you for your interest in Forever Consulting!

Forever Consulting

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<https://foreverconsulting.co.uk/>

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