



The Institute for Addressing Strangulation (IFAS)

IFAS sits within the Faculty of Forensic & Legal Medicine (FFLM). IFAS is funded by the Home Office to increase awareness of the risks of strangulation, develop a research evidence base to inform best practice and resources, and deliver training and awareness to improve the response to victims/survivors. IFAS is currently funded until 31st March 2026, with the possibility of extension.

IFAS was established in October 2022, is partnered with [SafeLives](#), and has developed a reputation as a centre of excellence on the topic of strangulation. Working with our host organisation, the FFLM, and our partner organisation, the work of IFAS has the potential to have a significant impact on policy and practice development in relation to strangulation in the context of domestic abuse, sexual violence and wider contexts.

We are seeking a dynamic Research and Project Assistant to support and deliver on our aims and objectives, alongside the small but highly effective team at IFAS.

Find out more about IFAS here: <https://ifas.org.uk/>

Job Details

Job title: Research and Project Assistant

Contract: Fixed term until 31st March 2026, with the potential for extension depending on funding

Location: Remote working, with occasional travel

Working hours: 15 hours per week* (allocation of the 15 hours across the working week (Monday-Friday) to be determined between the successful candidate and the team at IFAS)

**based on a 35-hour working week*

Salary: £28,000 per annum (pro rata)

Annual leave: 29 days per annum (pro rata)

Reports to: Research Officer

Closing date for applications: 11:59pm 18th April



Key Relationships

- IFAS CEO
- IFAS Medical Director
- IFAS Research Officer
- IFAS Survivor Liaison and Research Worker
- IFAS Communications Manager
- IFAS Administrator/Coordinator
- FFLM staff

Job Summary and Role Requirements

This is a new and exciting role for IFAS to be introducing, particularly at this stage of the Institute's work. The Research and Project Assistant role will primarily be responsible for supporting the research outputs of IFAS and, secondarily, for other broader outputs such as IFAS resources and training. We see this role being a good fit for candidates perhaps early in their research career, maybe even alongside further study or other research positions.

The main requirements of the role are as follows:

- Supporting the research of IFAS through, for example:
 - Collating relevant literature
 - Drafting literature reviews
 - Supporting with methodology including recruitment of relevant participants and collating relevant secondary data sources
 - Proofreading reports and documentation
- Supporting the delivery of awareness-raising and training, where appropriate, through for example:
 - Liaising with organisations and professionals requiring training
 - Proof reading and supporting updates to training content and resources
 - Supporting the delivery of, mainly, online sessions – this may include delivering content directly
- Supporting the creation of materials using online tools such as Microsoft office and Canva
- Liaising with key research stakeholders and partners

Please note: there is a requirement that the post-holder for this role is based in the UK.

Person Specification

Essential Criteria

- Education to undergraduate degree level or equivalent – relevant professional experience will also be considered.
- Research experience, either within a university setting or more specialised practice-based organisation. This should include experience of:
 - Writing literature reviews
 - Engaging with qualitative and/or quantitative methodologies
 - Analysis of findings



- Experience of, and skills required for, mass communication of information through, for example, delivery of training or sharing research findings in network or conference settings.
- Experience of, and skills required for, the creation of materials and resources to share information with multiple stakeholders.
- Strong communication skills and evidence of communicating well with colleagues in small/specialist teams.
- An interest in, and desire to tackle, violence against women and girls.

Desirable Criteria

- Education to Masters level or higher.
- Experience of quantitative research methodologies and analyses.
- Experience of working in organisations focusing on violence against women and girls.

Please note that this Job Description does not contain an exhaustive list of duties and responsibilities. The post holder may be required to provide support in areas not listed on this document.

We are committed to quality, equality, and valuing diversity. The FFLM positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

How to Apply

To apply, please submit the following by email to contact@ifas.org.uk by the closing date:

- A CV
- A supporting statement outlining how the person specification has been met

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. Where there are desirable criteria, we would also urge you to provide any relevant evidence. In the event of a large number of applications, desirable criteria may also be used to shortlist candidates for interview.

Contact details

For informal enquiries about the role, please contact Research Officer, Harriet Smailes:
harriets@ifas.org.uk.