



**Analyst (International Vocational Education)
1 Year Fixed-Term Contract**

Are you:

- An analytical thinker, adept at producing clear and concise qualitative analyses and written reports, with excellent attention to detail?
- An excellent communicator, able to give confident and well-structured presentations and run efficient and productive meetings with external clients, stakeholders and colleagues?
- A strong researcher, able to accurately collate and synthesise information?
- Well organised, able to organise your time and work across multiple projects in tandem to meet deadlines?
- Fluent in English?

Would you like to:

- Forge a career in a dynamic, progressive organisation by providing expert advice on international qualifications and skills?
- Develop specialist knowledge of the UK and international education systems?
- Contribute positively to the understanding, development and quality improvement of international qualifications?

...then we would like to hear from you.

Who we are and what we do:

Ecctis delivers a wide range of services, products and projects in the field of international education. We help make sense of international qualifications and support a range of clients including individuals, universities and colleges, awarding bodies and government ministries.

The work is varied and the atmosphere is enthusiastic, collegiate, and supportive. There are opportunities to develop specialisms and to lead research and training for countries and regions.

The role:

As an Analyst working on our vocational education review projects you will work closely with our International Research and Global Partnerships teams to support delivery of a growing portfolio of projects. This will involve researching UK and international qualifications, liaising with external subject and quality experts to review vocational education programmes, coordinating findings and recommendations and providing supplementary analysis; ensuring clients receive high quality, clear and concise reports. Full training will be given.

The role will involve extensive external liaison so you should be a confident and skilled communicator, able to deliver clear and well-structured presentations, able to support development of collaborative relationships and adapt your communication style to different audiences. Ideally you will have at least two years' experience in research or qualitative analysis and a passion for education.



Ecctis Limited offers excellent opportunities for promotion and career development. There are opportunities to develop specialisms, to lead projects and to develop and provide external training.

- Office location:** Cheltenham, Gloucestershire
- Salary:** £25,000 - £27,000 per annum
- Contract:** 1 Year Fixed-Term Contract (possibility to extend dependant on business needs)
- Benefits:** 25 days annual leave plus bank holidays
Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service)
Life assurance of 3 x basic salary for members of the pension scheme
Bupa Private Health Care Scheme with employee contribution
Employee Assistance Programme
Employee Ownership Trust:
- As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held 'in-trust' by the Trust's Board of Directors.
 - The Employee Ownership Trust allows for a yearly tax-free bonus that is in addition to performance related bonuses to be paid to all eligible employees – dependant on the company's annual performance.
 - Eligible employees: Employees have to be employed for 6 months before being an eligible beneficiary of the Trust.

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Please email your CV and covering letter to recruitment@ecctis.com