

IASP Research Assistant

The International Association for Suicide Prevention (IASP) is a non-government organisation (NGO) dedicated to the prevention of suicidal behaviour. IASP provides a global forum for academics, mental health professionals, crisis workers, volunteers and suicide survivors. IASP is organised through a Central Administration Office (CAO) currently comprising of ten part-time workers located in their home country, all working remotely.

To support our team, we are seeking to expand our team with a Research Assistant, and we invite you to apply.

Background:

Established in 1960, the International Association for Suicide Prevention (IASP) leads the global effort in suicide prevention having developed an effective forum that is proactive in creating strong collaborative partnerships and promoting evidence-based action in order to reduce the incidence of suicide and suicidal behaviour (www.iasp.info). As a membership organisation with a global network of National Representatives in 67 countries and also 17 topic related “Special Interest Groups” addressing key aspects of suicide and suicide prevention, IASP’s engaged and active network encompasses the best research and practice in suicide prevention.

IASP seeks a part-time (20 - 60%) research assistant to support its work and the successful candidate will assist the Operations Coordinator in developing and implementing global projects and programmes in line with IASP strategy.

Purpose:

To provide research assistance in the delivery of IASP’s programmes.

Responsible to:

IASP Operations Coordinator

Support to:

IASP Executive Director and members of the CAO Team

Duties and Responsibilities:

- Assisting in dealing with requests for information and responding to queries
- Assisting in related suicide prevention programmes and proposals
- Providing administrative and organisational support to the programme lead.
- Contribute to the development of action plans, including planned evaluation.
- Collating and reviewing research, articles, materials, analysis and evaluations.
- Preparation of literature reviews and briefing documents
- Assisting in the analysis and dissemination of data.
- Exploring funding and grant opportunities and preparing applications.



- Other duties that may arise from time to time and as may be assigned to this position.
- Working in collaboration with IASP's other CAO team members to meet deliverables.

Person Specification Knowledge

- Mental Health sector
- NGO sector
- International and cultural awareness

Skills and Experience

- University degree (Masters equivalent) in mental health, public health or suicide prevention.
- Experience in scientific research, analysis, evaluations and reviews in mental health or suicide prevention
- IT literate, Excellent technical skills (MS office, databases)
- Excellent English in speaking and writing.

Attitudes

- Highly organised
- High degree of discretion and integrity
- Good verbal and written presentation

Requirement

- 1, 2 or 3 day(s) a week equivalent positions available
- Working in a remote office environment (institute/home/place with internet)
- Willingness to work outside of local 9am-5pm hours when required

Please send a covering letter and CV via email to admin@iasp.info. Applications received without a covering letter will not be considered.

Important note: as a non-profit organization we will not be able to reimburse any costs related to your application. By submitting your application, you agree that your personal data provided in the context of the application will be processed solely for the purpose of the application.

Closing Date: October 25, 2022