

INFORMATION SPECIALIST

Contract type:	Two-year fixed contract, renewal possible.
Location:	Remote working, but occasional travel may be required.
Salary:	Highly competitive international salary
Contract hours:	Flexible: Minimum 3 days / 24 hours per week

ABOUT EDUCATION.ORG

Education.org is an independent non-profit foundation established to advance the use of research and knowledge in global education. Our mission is to improve the learning of every child and young person by helping education leaders – whether in national government ministries or international partners – to access and use the best evidence to guide their policies and plans. We aim to be ‘a constructive disruptor, adding value both as a ‘knowledge bridge’ – connecting the right evidence with the right policy makers – and as a ‘knowledge integrator’, in making that evidence useful and actionable.

Education.org’s first two reports, our [White Paper, "Calling for an Education Knowledge Bridge"](#) and our [Evidence Synthesis on Accelerated Education Programmes \(AEPs\)](#) in Sub-Saharan Africa are examples of our commitment to amplifying evidence in need of greater visibility and uptake.. You can find these reports, our [Strategy 2023-2028](#), which sets out our ambitious plans for growth in the next five years, and much more information about us and our work on our website: www.education.org.

Established in 2019 and with offices in Zurich, Switzerland, and Nairobi, Kenya, we are supported by a visionary co-investor collective and are growing partnerships across governments, agencies, NGOs, universities, businesses and foundations in Africa, Middle East, Europe and North America.

CONTEXT OF THE ROLE

Having published its first prototype synthesis on AEPs in 2022, Education.org is now investing in the formation of a high-quality, geographically diversified Synthesis Team under the leadership of its Head of Synthesis and Chair for Education Science and Policy. We are seeking an experienced **Information Specialist to be an integral part of that team and support Education.org’s development of its own evidence and knowledge management systems, repositories and processes.**

The Information Specialist is a key role, responsible for providing Education.org’s Synthesis Team with comprehensive literature searching support of published and unpublished evidence, including ‘grey’ literature and sources of evidence that are highly contextualised or locally generated which are usually ignored or under-represented in syntheses (see Education.org’s [International Working Group](#) initiative for more details on this evidence challenge). The Information Specialist will also provide hands-on, expert coding and classification support; lead the establishment of Education.org’s own repository of evidence;

and support the high-quality development and outputs of its synthesis and knowledge management systems, processes and activities.

MAIN RESPONSIBILITIES

- Provide comprehensive literature search services for the Education.org's Synthesis Team, including design or guidance on the design of search strategies; running of searches and provision of results; updating searches.
- Lead the Synthesis Team's development of high-quality, innovative and methodologically rigorous searching strategies and approaches for Education.org's syntheses, High-Level Policy Briefs (HLPBs) and other Knowledge Translation outputs.
- Design, run and evaluate search strategies and searches to find, classify and appraise valuable evidence from general repositories (e.g., Google Scholar), specialist education databases (e.g., ERIC – Education Research Information Center; UNESCO's Planipolis) and – critically – from 'grey' literature at international and national levels.
- Record sources searched, and evaluate their usefulness and relevance.
- Provide advice and support to the Synthesis Team on the use of reference management tools (like Zotero), and other software used in Education.org's editorial and production process.
- Provide editorial review of search methodology and reporting in protocols, reviews and updates of reviews.
- Work closely with the Head of Synthesis, Chief Product Officer, and other members of the Team to ensure the smooth flow of syntheses through the editorial process.
- Lead Education.org's data and evidence curation and annotation activities; including developing and maintaining the organisation's own repository of evidence found and used in its syntheses.
- Strengthen and maintain Education.org's internal knowledge management approach and processes.
- Organize translations of papers where necessary to enable the Synthesis Team to assess papers for inclusion/exclusion in their syntheses.
- Provide intellectual leadership to Education.org on the latest Information Technology developments and innovations (including the impact of AI) on information retrieval, informatics and library science.
- Keep up-to-date with methodological developments in information retrieval and management.

As a small team we hope that all Education.org staff can contribute to our work and vision according to its developing needs, as well as undertake the duties outlined above.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • First degree or postgraduate qualification in Library/Information Science or, exceptionally, substantial relevant experience at an equivalent level. 	
Knowledge & Experience	<ul style="list-style-type: none"> • A minimum of three years' experience in similar positions in information retrieval, informatics and library science. • Experience of designing and implementing large evidence search strategies. • Experience of writing clear and concise summaries and reviews of searches. • Experience of providing literature search services to research teams (of both published and unpublished sources). 	<ul style="list-style-type: none"> • Experience of searching specialist Education databases • Experience with prompt engineering • Understanding of educational terminology and controlled vocabularies.
Skills & aptitude	<ul style="list-style-type: none"> • Excellent interpersonal skills, including the ability to communicate with clarity on search related topics. • Strong computing skills and interest in applying modern tools to improve search yields. • A flexible and collaborative approach to work. • Ability to work independently and as part of a team. • Accuracy and attention to detail. • Demonstrable appreciation of the value of data and evidence from a wide range of international sources (including in different languages). • Ability and willingness to learn new skills. 	<ul style="list-style-type: none"> • Expertise in using Zotero, EPPI Reviewer and OpenAlex software tools. • Multi-lingual capabilities, particularly French and Spanish.
Other	<ul style="list-style-type: none"> • Willingness to undertake limited travel nationally and internationally, if needed. 	

HOW TO APPLY

To learn more about Education.org and see examples of our work see: <https://education.org/home>. Please email a CV/Resume and a covering letter outlining how you match the required skills to: recruitment@education.org, with 'Information Specialist application' in the e-mail address line.

If you would like to discuss the role or the application process, please contact Beverley Turton at: beverley@education.org.

Deadline: Please note that we aim to interview preferred candidates in the week beginning Monday 30th October, but reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as soon as possible.

We are unable to offer work visas or permits and so any candidate will need to ensure you have the right to work for whichever country you are applying from.