

Role Title	Research Analyst
Reporting Line	Research Manager /CEO
Business	Allegra World Coffee Portal
Team	Research

Role Description:

The Research Analyst is a critical role within the World Coffee Portal research team. The role will play an important contribution in developing our global coffee market research. Additional responsibilities for supporting and executing client related projects will be added longer term.

Key Responsibilities:

- Conduct research in accordance with World Coffee Portal’s proprietary research framework
- Conduct coffee market research across multiple geographies
- Build first rate knowledge markets, key brand profiles and consumer trends
- Draw actionable insights, conclusions and implications based on relevant trends and data
- Support the team in delivering and meeting client requirements, helping them understand and get best value from WCP data and reports
- Populate the World Coffee Portal online digital platform
- Contribute to data analysis, report production and presentations
- Prioritise and manage multiple projects and deadlines
- Attendance at suitable Allegra events (Coffee Festivals, Leaders Summits, Study tours etc.)
- Responsible for supporting and adhering to World Coffee Portal’s GDPR framework and privacy policies

Person Specification:

- Experience within market research or commercial environment
- Passion for coffee/consumer lifestyle/trends and research
- Excellent communication (verbal + written) skills and confident and engaging telephone manner
- Strong commercial awareness
- Entrepreneurial spirit and innovative thinker
- Analytical and problem-solving skills
- Ability to understand and interpret data
- Diligent, organised and detail orientated team player
- Capable of working on multiple and time sensitive projects
- Degree qualification

GDPR

All team members as part of their role and responsibilities are responsible for adhering and supporting 1) the Company’s GDPR framework and privacy policy arrangements, 2) prompt and immediate reporting of data subject access requests and 3) report any data breaches to the Company’s GDPR lead immediately

Note: This job description is subject to amendment at any time and does not present an exhaustive list of duties but aims to carefully set out the main scope of the role. The scope of the role and responsibilities will evolve to meet the changing needs of Allegra World Coffee Portal. Therefore, each team member’s role and responsibilities will be evaluated annually, and updated job profiles created.