SOCIAL POLICY RESEARCH FOUNDATION

Job Title: Editorial and Research Associate
Location: New Delhi (Hybrid)

About SPRF

SPRF India is a New Delhi-based think tank working at the intersection of politics, policy, and people. We focus on making research more accessible and impactful through clear, inclusive, and evidence-based communication. From data-driven policy briefs to public-facing campaigns, SPRF's work engages diverse stakeholders across civil society, academia, and governance.

RESPONSIBILITIES

Editorial

- Provide editorial support for each article published on the SPRF website
- Edit, fact-check, and proofread publications as per the house style
- Proofread social media content
- Check for plagiarism or AI-generated content
- Reviewing, evaluating, and analysing incoming external research contributions and submissions;
- Suggesting and generating headline ideas in alignment with targeted audience's preferences
- Coordinate with the research team with regards to the necessary edits and changes prior to publication

Communications

- Coordinating the output cycle with the communications and research teams
- Correspond with external authors for editorial updates
- Upon request, draft and/or edit written materials such as event reports, press releases, infographics, materials for the website, and social media content
- Performs other related duties as assigned

Research

- One research output per quarter in the form of an article, white paper, or other such format
- Assist with research for social media posts as assigned by the communications lead
- Assist with research tasks as requested by the research lead

- Encouraged to bring in ideas and relevant experts for podcasts, lead podcast if interested, and develop the content and questions for the podcast, including liaising with the said individual/expert

Miscellaneous

- Assist in the development of the weekly newsletter
- Keep track of the news cycle and any relevant issues in the public policy scene in India
- Coordinate with designers with regards to collaterals required for the newsletter or any social media content, whenever necessary

QUALIFICATIONS

- Preferably a Master's degree in relevant fields such as English, Political Science, Sociology, Economics, Public Policy, Journalism, Publishing and Editing, etc..
- Proficiency in English.
- 1-1.5 years editing experience. Preference will be given to candidates who have experience with academic citations and editing research writing.
- Strong writing skills, along with an ability to liaise with authors.
- Familiarity with copywriting is desirable.
- Soft skills such as taking initiative, bringing in ideas, excellent time management, attention to detail, working independently, and comfortable working in a start-up environment.
- Ability to establish priorities, multitask, and work within tight timelines.
- Strong communication skills and an eye for detail.

In this hybrid position, you will be expected to attend weekly in-person meetings with the team in Delhi-NCR.

How to Apply: Interested candidates should submit their CVs, relevant work samples, and a brief cover letter outlining their interest in public policy and relevant experience to **recruitment@sprf.in** with the subject line **Application: Editorial and Research Associate: Your Name.**

Application Deadline: Deadline for applications is **Monday 30th November 2026 5:00 PM IST.**