



## Job description – HVM Researcher

**Job Title:** Researcher

**Reporting to:** Hopkins Van Mil (HVM) Director

**Liaison with:** Senior Associate; Researcher; Research Assistant; Senior Associate: Development; Freelance facilitators and researchers; and external clients and stakeholders

**Location:** A minimum one day a week working in our Whitechapel office: Coppergate House, 10 Whites Row, London E1 7NF, preferably on a Tuesday. Other days can be worked from the office or from home according to preference. There is a requirement to travel to face-to-face workshops across the UK.

**Hours:** Flexible working with core hours 10am to 3pm or other as by agreement up to 8 hours per day including a 30 minute paid lunch break

**Salary:** £29,000 reviewed annually

**Holiday:** 30 days per year in addition to public holidays on full pay

**Pension:** HVM makes a 5% contribution to the People's Pension scheme. You are required to make a minimum of 3% contribution.

### *1. Main purpose of the post*

HVM's mission is to bring people together to inform the future. We distil the collective voices of society and deliver meaningful insights and provide spaces for change. Our vision is a better society built on thoughtful social insights explored and implemented with humanity and kindness.

We work with clients across the public sector on a wide range of issues including health and social care, data systems, the environment and climate change and cultural heritage. Current clients include the Department for Science Innovation and Technology, the Natural Environment Research Council, academic institutions including the Universities of Cambridge and Sheffield, as well as the Canal & River Trust; Sustrans; the British Science Association. In recent years we have worked on large Sciencewise public dialogues for Genomics England, the National Data Guardian and the National Food Strategy.

The role of the Researcher at HVM is focused on research to inform the design and delivery of the full range of deliberative social research projects undertaken by the team. The role requires flexibility, confidence, an ability to prioritise complex and competing deliverables and an excellent rapport with co-workers, stakeholders and research participants. The Researcher is an essential and integral part of HVM operations.



## 2. Main responsibilities

You will principally support the HVM Director and Senior Associate in the planning, design, delivery, coding, analysis and reporting for current and future projects including:

- Public dialogues and deliberative processes including Citizens' Juries
- Stakeholder and community engagement programmes
- Ad-hoc short-term qualitative research projects

This work will include:

- Working on the recruitment of research participants
- Liaising with our recruitment agency and research participants throughout the research process
- Liaising with speakers and observers
- Liaising with other HVM facilitators
- Setting up and attending internal and external project meetings including for project management, coding, analysis and reporting
- Writing progress reports to our clients (usually weekly) and contributing to the project management of all HVM projects
- Working as part of the research team including the facilitation of workshop small groups and the collecting, coding and analysis of the data
- Working as part of the writing team to produce HVM research reports

You will also support the growth of the business by working with the Senior Associate: Development and the Director to:

- Contribute to bid writing
- Support the ongoing development of the website by posting blogs etc.
- Sharing information on HVM's social media platforms and working with external support to develop and improve these.

This role is not limited to these tasks and you will be asked to work flexibly to contribute substantially to the development of HVM's business plan.