

## Opportunity for a freelance research support

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### *Who we are*

Hopkins Van Mil: Creating Connections Ltd (HVM) facilitates engagement so that voices are heard, learning is shared and understanding achieved. We create a space, through research and deliberation, for people to know that their stories, ideas and views matter. HVM works on a range of government and public sector programmes which address significant societal challenges. Subjects in any given month might include patient data, near horizon and digital technologies, climate change and food, nutrition and health. Clients include the Natural Environment Research Council, the Royal Society, the National Lottery Funds for Heritage and Community, Understanding Patient Data, National Health Service England, Sciencewise and the Ada Lovelace Institute. We are looking for a **freelance Research Support** to be an integral part of the research team.

### *What we're looking for*

Our ideal freelance Research Support is approachable, practical and organised. You will be happy to pick up the phone to arrange for stakeholder interviews; find, book and liaise with appropriate venues and make arrangements for event catering and team travel; support the production of HVM reports, including coding and analysis; and undertake other research support duties as required. You will also help prepare/ print materials and resources needed by participants at events. You are:

- Super organised with excellent attention to detail
- Hardworking, enthusiastic and flexible
- Calm and able to problem solve efficiently including quick thinking under pressure
- Proactive and enthusiastic
- Focused on the needs of participants, facilitators and others involved in the delivery of our research programmes
- Able to bring your experience of recruiting for, organising, administrating and hosting events
- Skilled at Microsoft Office and experienced in social media. Use of NVivo coding software would be an advantage.

### *What we're offering*

This is a part time (initially 2 days a week) freelance role. Applicants can work remotely although it is anticipated that initially it will be helpful to join team members at our shared office space in central London. The successful freelancer will begin as soon as possible and definitely by 1 December 2019. Our starting fee is £12.50 per hour, to be invoiced monthly in arrears.

### *Next step*

Do you like the sound of this? Send a brief CV with a short letter explaining why you are the best fit for this role to [henrietta@hopkinsvanmil.co.uk](mailto:henrietta@hopkinsvanmil.co.uk).

Deadline for applications: 15 November 2019. Interviews will take place on Tuesday 19 November.

**We look forward to hearing from you**