



information by design

FREELANCE SOCIAL RESEARCH INTERVIEWER

– GLOUCESTERSHIRE AREA

Are you presentable and confident? Do you have a car and enjoy talking to people? We are offering a flexible role conducting interviews with members of the public across Gloucestershire. You must have previous market research experience (preferably to IQCS standards) or similar customer-facing experience.

This role is freelance (which means that you can pay your own tax and national insurance, or you can be paid through our payroll if you prefer) and your employment will be temporary for specific projects in the area. Access to a car on your working days is essential and your mileage costs will be reimbursed. You must have access to the internet at home and a mobile phone which is internet enabled to collect and submit information during your day.

If you do not have previous market research experience or customer-facing experience, you may be appointed as a team member initially before progressing to a freelance role.

Our Company

Information by Design is a research company established in 1998. Our Head Office is in Hull, but we work across the country. Our website can be found at www.ibyd.com.

The Role

The job involves:

- working as a part of a small team, but occasionally individually, across Gloucestershire, visiting homes and asking residents to complete a questionnaire, leaving it behind with them and collecting it later.
- conducting interviews with residents, for example, if they are blind or partially sighted, if they can't read or write, or in specific locations such as 'on street' or in venues.

The role is perfect for people who want flexible hours. For each assignment you accept, you will be expected to work for a minimum of 3 days with at least one weekend day. This will include working evenings and weekends, as these are generally the times people are in their homes. The normal working times are 10:30 to 19:00 (with a half-hour unpaid lunch break). You can work up to 6 days per week.

Pay Rate

The pay rate for this freelance post is £14.00 per hour, plus holiday pay at 12.06% – an effective pay rate of £15.69 per hour.

The pay rate for the team member post is £12.50 per hour, plus holiday pay at 12.06% – an effective pay rate of £14.00 per hour.

Job Details

You will:

- Travel to different areas of Gloucestershire (or other areas allocated) to interview in specific areas on a map/contact list.
- Move around the area, find the correct addresses and ask respondents only in that area to complete a questionnaire.
- Make sure that you talk to people in the right age group, gender and ethnicity to the 'quotas' or target numbers that we set for you.
- Meet our quality standards, such as targets for an area, recontact details, and quotas (age and gender).
- Making sure that monitoring information is submitted online.
- Make sure that you complete your part of the work to the timescales we set.
- Complete all paperwork accurately including timesheets.
- At the end of the working day, submit quota information (an extra 15 minutes is allowed for this to be done once you return to your home base).

Training

If you are already IQCS trained then we will provide you with full induction to our company and the specific area. If you haven't done market research before, but have worked with the public in another capacity, full training will be given.

What we expect from you

What you must be is reliable, confident, well organised and happy to work mainly outdoors. You'll also need to be able to understand maps to go to the different areas. You will need to have a mobile phone or tablet to send us information and an internet connection at home.

What we will provide you with

We will provide everything you need to do the job including ID badge, questionnaires, and all paperwork. If necessary, IT equipment can be provided.

You will be paid monthly in arrears, on the 1st of the month, for the hours worked up to the 20th of the previous month, via bank transfer.

How to apply

Please apply using this link, answering the questions and uploading your CV if you have one: <https://www.ibyd.com/glos-freelance>

If you'd like more information, please email Sean Wisher: sean.wisher@ibyd.com

If you are appointed, you will need to provide us with documents to prove your right to work in the UK, normally your passport, your national insurance number and your visa if appropriate. You'll also need to provide us with a good 'passport style' photo for your company ID badge, which you can take on your phone or computer and send to us.