

**FREELANCE SOCIAL RESEARCH FIELDWORKER****Job Description**

**Department:** Field  
**Reports to:** Field Performance Manager  
**Has reporting to:** N/A  
**Location:** Field based role

**Job Purpose:** To conduct face to face social survey interviews with members of the public

**Duties & Responsibilities:** After completing initial training, a freelance fieldworker's work will involve:

- Attending project briefings
- Using a laptop computer to download cases via broadband
- Locating, planning routes, and travelling independently to the pre-selected Addresses
- Making face to face contact to set up appointments and visit allocated cases in a timely manner to meet project milestones and deadlines
- Conducting face to face interviews using the appropriate equipment, which will be provided by NatCen. Adhering to interview protocols (e.g. probing fully, following question wording precisely, coding correctly, and in accordance with project specific requirements following project specific training etc)
- Completing administration tasks at home and regularly transmitting it to the Service Division
- Attending training and regular supervision as and when required
- Being available for regular contact by telephone with the Field Performance Manager
- Having a commitment to NatCen's policies and quality procedures for freelancers

**Essential Competencies**

- **Delivering results and meeting project expectations**  
Focuses on project requirements; Sets high standards of quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical, and orderly way; Consistently achieves project goals.

- **Following instructions and procedures**

Follows procedures and policies; Keeps to schedules; Arrives punctually for appointments and briefings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role.

- **Persuading and influencing**

This job description describes the principal purpose and main elements of the job as it currently exists. It is not a permanent schedule and does not form part of the contract of employment. Any changes made to this job description will be made in consultation with the relevant individuals.

Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating.

- **Planning and Organising**

Sets clearly defined objectives; Plans projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises the resources needed to accomplish tasks; Monitors performance against milestones and deadlines.

- **Adapting and responding to change**

Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences.

- **Coping with pressures and setbacks**

Works productively in a high-pressure environment; Keeps emotions under control during difficult situations; Balances the demands of work life and personal life; Maintains a positive outlook at work; Handles feedback well and learns from it.

**Desirable  
Requirements:**

- **Presenting and communicating information**

Speaks clearly and fluently; Expresses appropriate opinions (when appropriate); Provides information and key points clearly; Responds quickly to the needs of respondents and considers their reactions and feedback; Projects credibility.

- **Working with people**

Demonstrates an interest in an understanding of others; Recognises and rewards the contribution of others; Listens, consults others, and communicates proactively.

- **Adhering to principles and values**

Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities; Promotes organisational values and understands individual responsibility towards the community and the environment

## **NatCen's Values and Behaviours**

We expect our people to demonstrate NatCen's values and behaviours in their day-to-day work.

We will expect you to be: **True**, **Relevant**, and **Passionate** in your work.

This means you will be:

- **Rigorous:** Working with discipline and integrity to produce excellent work for our clients and/or your colleagues

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- **Responsible:** Taking care of the information people give us and how you use and report it
- **Connected:** Being thoughtful about social issues and interested in what's happening in the world
- **Responsive:** Focused on making your work practical, timely, and useful
- **Confident:** Proud to promote our work and the benefit it brings to society
- **Energetic:** Always thinking about new ways, you can develop and improve our organisation

We also expect our people to maintain high ethical standards and be able to demonstrate knowledge and awareness of individual responsibilities in relation to maintaining confidentiality with written and verbal communication. In addition, they need to take steps to actively conform to the legislative and procedural requirements in relation to the collection, management and storage, and destruction of data.