



Welcome, and thanks so much for your interest!

We're excited to be recruiting for a **Freelance Community Researcher**.

For this role we are particularly keen to hear from people from Newham, Tower Hamlets and Hackney. This project is based around Newham, Tower Hamlets and Hackney and the people who live and work there. Someone who has a good understanding of these areas and the diversity of its cultures and languages, would be great for this role. This might mean that you were born there, that you currently live or work there, or that you have other close ties to the area.

This pack is designed to give you all the information you need, but if there's anything that you're unsure of, please don't hesitate to contact The Yard's Finance and HR Manager, Susie. You can do this either by email at susie@theyardtheatre.co.uk or by phone on 07391 030 934 weekdays between 10am and 6pm.

Contents of this Job Pack;

[ABOUT THE YARD](#)

[COMMITMENT TO ANTI-RACISM](#)

[ACCESSIBILITY](#)

[JOB DETAILS](#)

[PERSON SPECIFICATION](#)

[DELIVERABLES AND RESPONSIBILITIES](#)

[THE APPLICATION PROCESS](#)

ABOUT THE YARD

On our stage we produce a wide range of highly-acclaimed shows, including the fierce coming of age fencing battle, *Athena*. We also recently co-produced the hit *SAMSKARA*, an explosive fusion of physical theatre, hip-hop dance and text. It sees four generations of black men trying to understand themselves in a world which tells them they have to be strong.

In our bar we work with some of London's most exciting collectives, promoters and artists to host and create performances, events and club nights. Hosting regular parties including *Inferno*, *Pride of Arabia*, *Misery*, *Beauty & The Beat*, and other one-off events, our programme reflects the best of London's nightlife. Plus our latest **Night Drafts** programme is supporting promoters, musicians, artists, producers to start their own night time events at The Yard. Through this they will reach new audiences and build more resilient careers in nightlife.

In our community centres we host and support a programme of events and activities for local residents. This includes running a after-school art clubs and accessibly priced yoga. Plus every week we support 100 young people aged 4-19 to create extraordinary theatre in our free Yard Young Artists programme.

In the next few years at The Yard we will build and move into a permanent new home in Queens Yard, Hackney Wick. It will have a larger capacity and more space to bring our programme together under one roof, with new facilities to better support artists and welcome audiences.

COMMITMENT TO ANTI-RACISM

The Yard is doing ongoing work related to anti-racism, to make our organisation better for our artists, employees and audiences who experience racism. For more information about this, please see our latest public update [here](#). If you would like to hear more about the Yard's work on anti-racism in advance of applying for this role, we can set up a conversation with Ashleigh Wheeler our Interim Executive Director. To do so, please contact recruitment@theyardtheatre.co.uk and mark it for her attention.

ACCESSIBILITY

Please let us know if you have Disability access requirements, or if there is anything that we can do to make sure that it's a process that works for you. We are open to making reasonable adjustments, for example providing this pack in other formats, providing support to complete an application, and supporting Access to Work applications. Just contact Susie, our Finance and HR Manager by email at susie@theyardtheatre.co.uk or by phone on 07391 030 934, weekdays between 10am and 6pm.

Disabled People can also opt into our guaranteed interview scheme in the application form. With this, we guarantee an interview to up to five Disabled candidates who score the highest against our Person Specification.

JOB DETAILS

Role Outline

We are looking for a Community Researcher to work with us on a freelance basis. This is part of our Digital Accelerator Project funded by Bloomberg Philanthropies, in which we are investigating using digital tools to better understand and speak with local audiences.

As part of this role, you will be out in our local community, meeting people, visiting community events, talking to people about The Yard and our programme, and finding out about people's lives and interests. Information you gather will be inputted on an app we are trialling, so you will also work with us to evaluate using the app, and help us decide whether it will enable us to engage more residents in the longer term.

Key information

Key relationships: Senior Producer, Local Producer, Communications Manager

Fee: £140 p/day for 20 days.

Employment Period: 30 May - 12 August. Fixed term.

Hours: Flexible hours to be agreed between the candidate and The Yard, with an average for 2 days p/week. Evening and weekend work required.

Start Date: 30 May 2022.

Required: An enhanced DBS check will be required.

Benefits

- Complimentary ticket for all performances at The Yard.
- Guestlist to Music Nights and Events where possible.

PERSON SPECIFICATION

Essential

- I am friendly and approachable. I am a good listener and am confident in striking up and holding conversations with new people.

- I am confident in my ability to find and connect with groups of people and I am excited about meeting a variety of people and learning about their lives.
- I am very familiar with one or more of the following boroughs: Tower Hamlets, Hackney, Newham.
- I have experience of using technology and working with apps, spreadsheets and mobile devices such as smartphones and tablets.
- I can work independently and with a high level of accuracy and attention to detail
- I am able to work at different times during the week (for example, attending shows in the evening, community events on the weekend).
- I am aware of The Yard's public output (this could be music nights, community events, youth programme or theatre shows) and would feel confident talking about it to local residents.

Desirable

- I have good knowledge of one or more of the areas surrounding The Yard (Hackney Wick, Homerton, Stratford, Bow).
- I am linked to community groups in the areas surrounding The Yard.
- I have attended a music night, community event, youth programme or theatre show at The Yard.
- I can speak an additional language/s to English, particularly ones that are prevalent locally.
- I understand the needs of people who identify as disabled, Black or Global Majority, or from low income households.

DELIVERABLES AND RESPONSIBILITIES

Key deliverables

- To meet and connect with 150-300 residents from our local neighbourhoods of Hackney Wick, E20, and the wider

communities in Tower Hamlets, Hackney, Newham and Waltham Forest.

- To explore and test the use of a digital canvassing app (a simple app that allows you to survey members of the public) to collect information about residents, with their permission.
- To facilitate bringing local residents to SAMSKARA, The Yard's theatre production during the project period, or other programmed events as appropriate.
- To write a report analysing the effectiveness of this approach in engaging local residents.

Key Responsibilities

We have included all of the responsibilities of the role in the areas of responsibility detailed below. This is to give you a full insight into what the role entails.

Connecting with people

- To attend a variety of events, meetings, forums and venues to meet with local residents.
- To listen to local residents, hearing their needs, interests and concerns about the local area and its cultural offer.
- To gather information and data from local residents and input this into the digital canvassing app.
- To signpost local residents to events, theatre shows and projects at The Yard.
- To support The Yard's team in using the app in different contexts where they might meet residents.

Seeking opportunities to meet residents

- To actively undertake research to find new routes and opportunities to meet local residents.
- To record and catalogue interactions with local residents and research undertaken.

Data management

- To always remain compliant with The Yard's GDPR policy and data policy.
- Work with the Communications Manager to ensure appropriate data from the canvassing app can be integrated with The Yard's relevant databases.
- Check, edit and approve data from the canvassing app for anomalies and errors.
- Maintain information and systems on data collection activities.
- Evaluate data as appropriate.

General

- Work in accordance with our policies.
- To support The Yard's ongoing work in anti-racism, accessibility, and climate sustainability.

This is a guide to the role of the Community Researcher. Responsibilities are likely to evolve with the post-holder.

THE APPLICATION PROCESS

To apply

Please fill in this Google application [form](#). In the form, you will be asked to;

1. Tell us in no more than 500 words, or 3 minutes of audio/video, how you meet the criteria in the Person Specification and how you would deliver the key responsibilities. Note that you do not have to exclusively talk about work contexts, we value relevant experience from all areas of your life.
2. Copy and paste your up-to-date CV, either written, or as a link to a website, online document or an audio recording of no more than 2 minutes (e.g. via Sound Cloud, Drop Box, Google Drive, or any other filesharing service).
3. Let us know if you would like to be part of our Guaranteed Interview Scheme for Disabled People.
4. Let us know if you need access support during the application process.
5. Let us know if there are other barriers you might face during the application process.

Applications must be received no later than **10am, Tuesday 3 May 2022**.

Next Steps

- We'll invite a handful of applicants to an informal meeting around 10 May with two members of the staff team leading on this project.
- In advance of the meeting, we'll send through a short agenda, outlining a couple of questions we'd like to discuss.
- We hope to have someone appointed by 13 May.