



Community Researchers Q&A Fact Sheet

What does the job involve?

After attending training, you will interview people in the local community and collect their thoughts, opinions and ideas about Petworth House. You will usually work as a team of 3 community researchers in each session. You will then work as a group to collate all the research gathered from these community sessions and feed back to the team at Petworth House.

Your knowledge of your local area and the people who live there will be very important: you will be able to identify opportunities and places to talk to people yourself.

Will I get any training?

You will receive training to enable you to take up the role with confidence. This will include training in community research approaches and facilitation and communication skills. The training will be provided by Shortwork, and will take place in person at Petworth House.

How many hours will I work?

We imagine that most community researchers will work around 11 days on the project between June and December 2024, including training sessions. These will be a mixture of full or half day sessions.



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Trust

You will need to be available for the following dates and times:-

Training Days at Petworth House:

Monday 24th-Tuesday 25th June, 9.30-16.30

Monday 8th-Tuesday 9th July, 9.30-16.30

Thursday 18th and Friday 19th July, 9.30-16.30

Hours will be flexible and may include working during the evenings and at weekends.

How much will I be paid?

This is a freelance role with Shortwork which is paid at £100 a day (£50 for a half day). We can support you with advice on how to work and invoice as a freelancer.

Where will I work?

Community research sessions will take place in community venues across West Sussex, specifically in Petworth town and the surrounding rural areas, Chichester, Bognor Regis, Littlehampton and Worthing. Your work will mainly be in public places.

Are there any other benefits?

You will also have free entry to Petworth House and Gardens for 12 months.

Who can be a Community Researcher?

Many different types of people become community researchers. They can be anyone aged over 18, some have links to the community through volunteering or work experience while others live or attended school in the local area. Some have previous experience of community research and may speak a community language, but this is not essential.

How do I find out more?

We will be running a drop-in information session online on Monday 20th May 15.00-16.00. To book a place or to request a copy of the recording please complete the following [Sign Up Form](#) or you can scan the QR Code. If you have any questions please contact Rowena Hay at Shortwork via rowena@shortwork.org.uk



Ready to apply?

We think it's important to give you options so that you can present your application in a way that you find comfortable. You can either submit your application via an online form, or by emailing a word or pdf document, a PowerPoint presentation, or a link to a video submission (this should be no longer than 5 minutes maximum).

The deadline for all applications is Monday 27th May at Midday.

Find out more about our application process below.

Community Researchers Application Process

To complete your application online please complete the following online form below or alternatively you can submit your application by emailing a Word or PDF document, a PowerPoint presentation, or a link to a video submission. You may find it useful to draft a response to the application questions below before you start the online form.

[Form 1: Community Researchers Application Form](#)

If you are applying via a presentation, video submission of Word/ PDF document please ensure that your application includes the following 6 questions and is sent to rowena@shortwork.org.uk

Once we have reviewed your application, we will invite you to a short, informal interview with Sabina and Rowena from Shortwork.

Application Questions

1. What interests you most about this role?
2. Tell us about your knowledge and your skills that you could bring to this role
3. Tell us a little bit about your local community/where you live. What is important to people there?
4. How do you think you would ensure equal opportunities in this role?
5. What best describes your connection to the communities surrounding Petworth?
6. Are you available to attend the training days?
7. Details of two referees who know you well. This may be a previous or current employer, neighbour, teacher or a previous volunteering project.

Access/Support

We are happy to support with any resources and adjustments for anyone who needs it, to make applying for this role easier. In your application please do let us know how we can support you; this will not influence your application. Please see www.accessdocsforartists.com for more information.

Any Questions?

For any questions on the application or to request a different format please contact Rowena Hay, via rowena@shortwork.org.uk

