

## Research Assistant (Welsh Speaking) – Recruitment & Engagement

Salary	£24,570 per annum (full-time equivalent)
Location	Hybrid, with a requirement to attend occasional in-person team meetings and training in our Taunton office
Job type	Permanent, part-time (12 hours per week)
Start date	ASAP

### The Role

Passionate about social media and comms? Fluent Welsh speaker? If yes, then our Welsh Speaking, Recruitment & Engagement role could be just what you're looking for.

This role sits within our Measurement team. The Measurement team creates and administers consumer surveys designed to measure media usage, attitudes and behaviours. Media usage covers TV, streaming and radio, as well as social media. The data collected is used by TRP Research to help our clients make evidence based strategic and tactical decisions. We run several consumer panels including trpsurveys.com, surveypraeg.com, panelcyfryngau.cymru, and mediaopinionsireland.ie.

As a Recruitment & Engagement Research Assistant, you'll be working alongside a small team of colleagues to ensure we have demographically balanced panels that represent the population. You'll be working in a busy environment with daily and weekly deadlines so it's important you feel comfortable prioritising and working in a time pressured way. Having good written and verbal communication skills is also key as you'll be working closely with the wider Measurement team to ensure overall team deadlines and goals are met.

Specifically, you will be responsible for:

- Panellist facing communications, so replying to survey inbox queries and social media instant and direct messaging, in both English and Welsh
- Comms writing, both regular and ad hoc, for survey send emails, engagement schemes, website news stories and social media posts
- Supporting the Recruitment & Engagement team, including generating ideas to engage existing panels members and recruit new panel members
- Supporting the wider Measurement team to ensure surveys are sent on time

Our in-house training and Development Scheme will support you on your TRP journey. Current team members have developed from similar positions to senior positions within TRP.

## Skills and Experience

We're looking for someone who:

- Is fluent in Welsh and English (written and spoken)
- Is creative, and great at coming up with ideas that they can translate into effective and engaging content
- Is an effective communicator who can tailor the comms they produce to different audiences and demographics
- Is familiar with engagement via media resources (e.g. Meta, Spotify)
- Who has a good working knowledge of the Microsoft Office package, in particular Word and Excel
- Is familiar with photoshop, Canva or similar
- Has experience of working within compliance frameworks – e.g. GDPR, Welsh Language Schemes

## Characteristics

We're looking for someone who:

- Is outgoing, engaging and enthusiastic
- Has strong people and networking skills
- Is a confident, clear and compelling communicator
- Is organised and able to work independently as well as part of a team
- Is adaptable and able to manage their time well, even when priorities change
- Can follow clear instructions and use their initiative when required
- Is keen to develop

## The Company

At TRP Research Ltd, we combine our knowledge and expertise of the media industry with existing and primary data sources to create meaningful research for our clients. Our Measurement team plays a key role in supporting our staff to achieve this.

## Why TRP Research?



Our in-house Development Scheme will help shape your career development within TRP Research and give you a tailored path towards progression.



You will be entitled to 22.5 days of holiday plus UK bank holidays, increasing to a maximum of 27.5 with each year of service. We also offer holiday flexibility, allowing you to carry holiday from one Financial Year to another and purchase up to 10 extra holiday days.



In addition to your statutory entitlement to family leave, we offer parents 6 weeks of paid leave at 70% of their average weekly salary.



On successful completion of a minimum 3-month probation period you will also be entitled to join our Private Healthcare scheme which includes travel insurance and free eye tests, and a cash back allowance to help you pay for glasses, lenses and dental treatment.



Our Bicycle and Tech Purchase schemes allow you to buy products via salary sacrifice in a tax efficient way over a twelve-month period. Payroll Giving allows you to make charitable donations.



We recognise that you may prefer to split your working week between our offices and your home, and encourage everyone to engage in a discussion with their manager about their preferences

## How to apply

To apply, please download an application form from our website and email your completed form in English to [careers@trpresearch.com](mailto:careers@trpresearch.com) The closing date for applications is 28th March 2025.

Alongside your application form, please also provide a covering letter in Welsh explaining why this role is of interest to you. This should include the information you give in English in the supporting information section of your application form.

TRP Research Ltd is an equal opportunities employer.