

RESEARCH COORDINATOR, PART-TIME OR FREELANCE

[Creative UK](#) is the independent network for the UK Creative Industries, and we know that connection changes everything. Our overarching mission is to leverage the economic, social and cultural value of the UK's creative economy. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.

The Research Coordinator will support the delivery of research and evidence-gathering projects across Creative UK's policy, advocacy and sector development work. Working closely with the Senior Research & Policy Analyst, you will contribute to qualitative research projects that help inform Creative UK's policy development, advocacy and wider sector insights.

This is an excellent opportunity for an early-career researcher, graduate or Master's graduate looking to develop practical experience in qualitative research, stakeholder engagement and policy-focused projects.

LOCATION: Remote or hybrid options, workspaces available in London, Bristol & Manchester.

CONTRACT: Part time employee OR Freelance subject to preference, up to 3 days per week, for an initial period of 6 months (must be available October 2026 to March 2027). Scope to become longer term.

SALARY/FEE: £28,000 FTE OR equivalent freelance day fee by request

SERVICE SPEC

KEY PRIORITIES

- Supporting the design and delivery of qualitative research projects.
- Undertaking desk research, literature reviews and evidence gathering.
- Coordinating and attending stakeholder interviews, focus groups and consultation sessions (with opportunity to conduct data collection sessions after internal training).
- Producing interview notes, summaries and thematic analysis.
- Drafting case studies, research findings and stakeholder insights.
- Supporting survey design, distribution and analysis.
- Maintaining research databases, contact records and project documentation.
- Supporting the production of research reports, presentations and briefing papers.
- Liaising with research participants and stakeholders to coordinate engagement activity.
- Providing project coordination and administrative support across multiple research projects.

Any other duties, which may be reasonably required of the post holder

This service spec is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing

PERSON SPECIFICATION

Essential

- Experience supporting or delivering a qualitative research project (this may be through academic study, dissertation research, employment, volunteering or freelance work).
- Strong written communication skills and attention to detail.

- Ability to analyse and synthesise information from multiple sources.
- Excellent organisational and project coordination skills.
- Ability to work independently and manage competing priorities.

Desirable

- Degree or postgraduate qualification in a relevant discipline.
- Experience conducting interviews, focus groups or consultation activity.
- Experience drafting case studies, reports or research outputs.
- Knowledge of the creative industries, cultural sector or public policy environment.

NB. If contracted as a freelancer you will be expected to use your own tech hardware yet provided with a mailbox and access to required data.

HOW TO APPLY

Email your CV and cover letter to jobs@wearecreative.uk. If you prefer, you may also include an optional 1–2-minute video link. Applications will be considered on a rolling basis until **midnight 27th September**. Please complete our anonymous diversity and inclusion [survey](#). Interviews will take place either by video conference on **7th or 8th October 2026**. Immediate appointment preferred.

Access and adjustments

Creative UK is an inclusive recruiter. Please let us know if you have any access requirements or would like any adjustments to the application or selection process.

All our workers will be expected to demonstrate behaviours associated with our company values. Our values drive the way we work; how we do things is just as important as what we do.

- ✓ We join the dots; collaboration is in our DNA
- ✓ We support and empower; we are here to make a difference
- ✓ We are curious, open & honest
- ✓ We celebrate difference & value equality of opportunity

We value difference and celebrate the creativity that it brings. We are committed to improving diversity and inclusion across our organisation and industry by championing a variety of backgrounds, perspectives, identities, talents, and physical and cognitive differences.