

SURVEY CREATION AND DELIVERY

Salary	£19-21K + benefits, dependent on skills/experience
Location	Taunton, Somerset
Job type	Permanent, full-time
Working hours	40hrs per week. Additional hours may be required.
Start date	ASAP

Interested in TV and the media? Know about surveys? Looking for a career in the South West?

If yes, then our Survey Creation and Delivery role could be just what you're looking for.

We are looking for someone to join our Panels team based in our Taunton head office. The Panels team creates and administers consumer surveys designed to measure audience viewership, attitudes and behaviours. The data collected is used by TRP Research to help our clients make evidence based strategic and tactical decisions in their businesses.

ROLE DESCRIPTION

In this role, you will be working with the team responsible for recruiting and engaging with our Panel members and creating and delivering surveys to them. We run several Panels including trpsurveys.com, surveypraeg.com, panelcyfryngau.cymru, and mediaopinionsireland.ie.

Specifically, you will be responsible for:

- Online survey creation using Questback's EFS Survey tool
- Updating daily and weekly surveys
- Uploading new TV and Radio schedules - weekly and daily where applicable
- Providing HTML for the surveys - both copying from Excel files and writing own
- Survey checking

SKILLS AND EXPERIENCE

We're looking for someone who has:

- A good understanding of Excel or similar
- Ability to manage own workload and the adaptability to be able to re-prioritise in order to accommodate wider team needs
- Strong written and verbal communication
- Experience of Questback EFS or other survey tools desirable by not essential.
- Experience of survey design principles desirable but not essential
- HTML skills desirable but not essential

CHARACTERISTICS

We're looking for someone who:

- Is keen to learn and develop
- Is enthusiastic and approachable
- Is conscientious
- Enjoys routine tasks
- Has excellent attention to detail
- Is comfortable working autonomously
- Is able to follow clear instructions and to use initiative when required

WHY TRP RESEARCH?

TRP Research Ltd is an independent supplier of media measurement, reporting and analysis. We work with broadcasters, programme makers, distributors, government departments, sports organisations, industry bodies and others.



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



You will be entitled to 22.5 days of holiday plus bank holidays and your basic entitlement increases with each year of service.



On successful completion of a minimum 3-month probation period you will also be entitled to Healthcare and Travel Insurance.

HOW TO APPLY

We require you to complete an application form which is available on our careers page. We do not accept CVs.

Please click the “Apply Now” link on our careers page to send us a completed application form, or email careers@trpresearch.com if you have any questions and would like to receive a copy of this job ad.

Closing date for applications is **Friday 1st November, 2019**. TRP Research Ltd is an equal opportunities employer.