



Job Description

Job title: Research Assistant (temporary)

Responsible to: Jane Dowden, Senior Impact Manager

Line management: 0

Contract type: Temporary, fixed-term for up to three months (depending on working pattern)

Hours: Full time (37.5 hours per week) We will consider requests for flexible working patterns

Location: St Martin-in-the-Fields Charity, 5 St Martin's Place, London, WC2N 4JH
We offer flexible and hybrid working but office-based work will be required on a regular basis. We will consider requests for further flexible working arrangements.

Salary: £30,000 (pro rata if part-time)

Start date: as soon as possible

Application deadline: 9am Friday, 08th May 2026

Main purpose of role:

We are looking for a temporary research assistant to support qualitative analysis of a large UK-wide survey of frontline workers across homelessness, housing, and workforce/labour contexts. The survey includes approximately 1,200 respondents and around 9,000 open-text responses.

The [Frontline Worker Survey](#) gathers insights from staff working directly with people experiencing homelessness across the UK, capturing evidence on frontline challenges, system pressures and emerging trends. These insights are synthesised into a report that generates media interest, helping to amplify frontline voices in policy, practice, and public awareness. It is also used to inform how the organisation shapes its own funding, training and wider support.

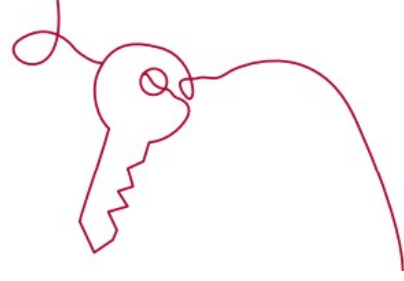
The primary focus of this role is systematic reading and coding of qualitative data. The work will be carried out alongside other team members using an agreed but flexible coding framework, allowing for open coding and the identification of emerging themes. This role will focus primarily on qualitative coding but may involve additional tasks to support analysis and reporting as the work progresses.

This role is well suited to someone comfortable working independently on detailed tasks over sustained periods.

Main duties and responsibilities:

- Read and code large volumes of open-text survey responses
- Apply consistent judgement while working within a flexible, evolving coding framework
- Identify themes and patterns across responses, including emerging insights
- Maintain accuracy and attention to detail across repetitive tasks





- Work collaboratively with colleagues to ensure consistency in coding approach
- Use qualitative data software (Dedoose) to manage and analyse data
- There may be the opportunity to contribute to later-stage sense-checking activities, such as workshops with frontline workers
- Other research tasks as appropriate

Person Specification:

Essential:

- A demonstrable interest in homelessness, housing, and/or workforce/labour issues and a genuine curiosity about frontline experiences and perspectives
- Experience of qualitative research or data coding
- Strong attention to detail and ability to work systematically
- Ability to sustain focus on repetitive and process-driven tasks
- Clear written communication and ability to interpret qualitative data
- Ability to work independently and manage time effectively
- Willingness to learn and quickly develop necessary skills, including use of specific software

Desirable:

- Experience using qualitative analysis tools (e.g. Dedoose or similar)
- Familiarity with homelessness, housing or workforce/labour related issues
- Experience of working in a frontline role within homelessness, housing or related services

How to apply:

Please email applications to Elizabeth.hancock@stmartinscharity.org.uk including:

- A CV
- A covering letter (maximum two sides of A4) outlining your suitability for the role, how you meet the specification and including examples of research projects and activities you have been involved in
- Applications should be submitted by **8 May 2026 at 9AM**.
- Interviews will be held **online** on **Tuesday 12th May**.
- If you have questions about the role before applying, you are welcome to get in touch by emailing, Elizabeth Hancock, Impact Officer: Elizabeth.hancock@stmartinscharity.org.uk

