



Dear Applicant

Thank you for considering applying for the freelance role of Field Researcher at Wellington Orbit.

In this document you will find some background information on Wellington Orbit and a Role Description. You should also download (from our website) an equal opportunities monitoring form.

Applications should be made in the form of submission of a full Curriculum Vitae and a covering letter. Please ensure your CV includes two referees. You should also complete and return the equal opportunities form which will be detached from your application prior to it being reviewed.

The role is hybrid in that it will need to be carried out on-site, off-site in various locations, and, whilst a hot-desk will be provided at Wellington Orbit, the role may involve some working from home. You will need to provide your own computer / laptop and use your own mobile phone to carry out the role. Marketing and graphic design support is available.

Wellington Orbit is a dynamic and exciting place to work, with an engaged board of directors, a hardworking staff team and a fantastic group of volunteers. The commitment of everyone involved, working towards the success of the venue, makes for a fulfilling and gratifying place to work – and one where you could certainly make your mark.

Please read through the enclosed information carefully, and if you feel you meet the essential criteria and are up for an exciting challenge, then please do apply. We look forward to hearing from you. Information on how to return your application and the deadline for doing so is contained in the job advert, so please read it carefully.

Yours faithfully

The directors of Wellington Orbit

Wellington Orbit is the trading name of The Clifton Community Arts Centre Ltd  
A Community Benefit Society regulated by the Financial Conduct Authority under  
reference 32224R. Our VAT registration number is 307 5167 02

## Introduction to Wellington Orbit

Wellington Orbit opened in May 2019. Currently the Orbit comprises a single-screen cinema and a café bar with gallery space. We soon hope to offer an arts and community centre in the upstairs of the venue. We have a staff team of nine, and a volunteer based of around 30.

The possibility of an independent cinema in Wellington was generated at a strongly supported meeting of Wellington Civic Centre in November 2012. The people at this meeting, and many others subsequently, were determined to act to regenerate Wellington, through bringing more entertainment, arts and community activities and facilities to the town.

The former Clifton Cinema closed in 1988 and had been used as a retail space and was then left vacant. Our first thoughts were focussed on acquiring and regenerating the Clifton cinema space. Our plan to acquire the Clifton building proved not to be, but with the determination of the board and our members we were successful in obtaining another building, a former HSBC bank on Station Road, and this is now our own 'Wellington Orbit'.

The founding Members registered the organisation as a not-for-profit Community Benefit Society with Members able to buy shares in support of the Society – hence the title the 'Clifton Community Arts Centre Ltd' trading as 'Wellington Orbit'. The organisation has charitable purposes and has as its objects the provision of arts and cultural facilities for the benefit of the community. Sufficient funding was raised through collaboration of the Members, local Council support and with volunteers using every opportunity to raise further funds at local events.

The significant amount raised allowed us to lease the former bank and fit out the ground floor of the building, transforming the space into a 63-seat cinema with a thriving café space. The local commitment to the project continues and Phase II of the building refurbishment is eagerly awaited, with aspirations to begin the transformation in 2023. Architects have been appointed by the Board and the layout and room uses is being considered. It is currently expected that the space will include a dance/drama studio, a space for art and rooms for the community to hire for various purposes, as well as some opportunities for longer term letting arrangements. We need to make sure we are responding to the needs of the community in the Phase II project, and that's why we're appointing a Field Researcher at this juncture.

With the commitment of our current Members, supporters and volunteers, the future is very exciting with Phase II – the redevelopment of around 3,000 square feet of upper floor space - coming to life in 2022 and with it the opportunity for the inclusion of community-led ventures in line with our Benefit Society rules.

## Role Description

<b>ROLE TITLE:</b>	Field Researcher for Wellington Orbit Phase II redevelopment project (freelance position)
<b>DURATION OF CONTRACT:</b>	August 2022 to March 2023 – contract end is determined by delivery of full consultation report. Work to deliver the contract is estimated at approximately 60 days over this period, with flexible hours, to suit the requirements of the work. It is anticipated the work will be carried out continuously over the contract period, with at least 2 days per week dedicated to the delivery of the contract by the field researcher.
<b>CONTRACT FEE:</b>	A fixed fee of £10,500 is offered (payable in up to 5 increments, at achievement of agreed benchmarks against submission of invoices) plus a travel and other expenses budget of £500.
<b>PLACE OF WORK:</b>	Wellington Orbit, 1 Station Road, Wellington, TF1 1BY, with off-site / remote and home working also involved.
<b>RESPONSIBLE TO:</b>	The Board of Directors, and any sub-committees thereof.
<b>LIAISON WITH:</b>	General Manager, Office Manager/Administrator, Duty Managers, Volunteer Co-ordinator, the Café Supervisor, Café Staff, Volunteers, customers, and other stakeholders or potential stakeholders as listed further below.
<b>MAIN PURPOSE OF ROLE:</b>	To conduct research, undertake consultation and fully report on the perceived needs and wants of the local community in terms of Wellington Orbit's Phase II scheme – comprising the redevelopment of approximately 3,000 sq ft of upper floor space.

### EXPECTATIONS OF THE ROLE:

As a field researcher you will be required to embed yourself widely within the community to increase awareness of the Wellington Orbit project and the board's intentions to expand the business into the upper floors of 1 Station Road.

Working with the board you will develop a clear overview of the project, including developing written objectives and proposed schematics that you can share with consultees, recording feedback and comments from all consultation and research activity. Your work as a researcher

will be alongside but independent of others (directors, staff and volunteers) at Wellington Orbit, to ensure that the process and the outcomes of the research is unbiased.

You will conduct meetings with staff, volunteers, key stakeholders and the architects proposed for the project, and will make yourself available to attend board meetings (or part there-of) and relevant sub-committee meetings of the board.

Community consultation will be undertaken thoroughly, with a view to ascertaining the optimum usage of the various facilities that Wellington Orbit will have available to provide, both from the perspective of the customer and various organisations who would be willing to either rent rooms on long term lets or by way of fixed term room hire at regular times or periodically.

Expectations around space requirements and pricing of the facilities by potential users should be gauged, as well as recording stated intentions as to the possible frequency and durations of uses of spaces within the building by potential users / hirers / tenants.

You will be expected to consult widely within the community and make contacts specifically with the following organisations, groups and segments of the community:

- Prominent Arts and Cultural Organisations and Practitioners operating within Wellington and a 5-mile radius of the town
- Local youth organisations, LBGT groups, BAME groups, religious organisations
- Community Organisations
- Professional Groups and specialist interest organisations
- Charities
- Schools and Higher Education bodies
- Large employers
- Local media concerns
- Local Councils
- Any other organisation, group or individual deemed relevant and appropriate.

As part of the consultation process you will be responsible for producing a flyer explaining the purpose of the project and the purpose of the consultation, working with the marketing department to approve content and for support with design.

You will also be expected to design and conduct/share widely an online survey to gauge all elements of demand (which the flyer will provide a QR code and web link to) and to prepare postcard surveys for customers visiting the premises – both cinema audiences and café customers. You may be required to lead or speak at public meetings.

A full induction will be provided so that you will be fully aware of the aims of the organisation and how these are intended to be fulfilled as a result of the Phase II redevelopment of the upper

floors, and so that you can confidently meet interested parties at the premises and show them around.

You will be offered desk space and an internet connection within the building's main office but will be expected to provide your own laptop / computer and mobile phone.

An expenses budget of £500 for travel, out-of-pocket costs in undertaking off-site meetings, hire of meeting spaces, and providing refreshments for group meetings is available. Additionally, meetings with potential users / groups / the public may be held within the auditorium, at pre-agreed times, avoiding clashes with the creative programme of the cinema, which takes priority.

You will be working as part of a team with all the major operational and executive stakeholders within Wellington Orbit. The research you conduct and outcomes you present will ensure the policy decisions being made by the Board are based on factual information that is as complete as possible.

A schedule of reporting dates and contract outcomes will be agreed at the start of the contract, with a proportion of the contract fee being payable on delivery of each interim report / action and the balance being payable on delivery of the final report.

As a freelance contractor, you will be given a contract for services based on the information above. You will be responsible for your own tax and national insurance payments, pension payments, and your computer hardware, software and telephone provision and costs. You will need to provide a copy of your current professional indemnity insurance policy at the start of the contract. This is a fixed fee contract for services.