



JOB SPECIFICATION

Unique Voice is a nationally accredited social enterprise working frontline in schools and communities across the South West. Delivering creative programmes using the arts as a medium to make a positive and long-lasting social impact.

We create programmes and films designed to enable young people to learn, develop and grow in all aspects of their social emotional development. We provide topical and engaging programmes on subjects such as mental health, crime and anti-bullying with much of our work aligned to safeguarding and early intervention based services through performance, film and workshop programmes.

Our work has a strong reputation for unlocking young people's potential, ideas and aspirations. It's never afraid in its approach to embrace new challenges, communities and empower systematic and social change.

Job Title	Evaluation Coordinator
Contract type	<p>Freelance Contract You will be responsible for declaration of your income to HMRC and payment of tax and NI contributions.</p> <p>As a freelance contractor you will also be responsible for payment for your DBS certificate at the appropriate level (see details in Safer Recruitment section below)</p>
Hours	10 hours per week to be carried out during normal office hours. A schedule of working will be agreed with the successful applicant.
Pay rate	£15.00 per hour
Location	Due to the sensitive nature of the data and the collaborative input required from our team, the role would be undertaken within the Unique Voice Head Office, St Bonaventure's Business Centre, Friary Road, Bristol BS7 8AF
Expected start date	Immediate upon completion of safer recruitment checks
Job Role (for advert)	<p>Here at Unique Voice, we are committed to making a social impact in all of our creative projects and we are looking for an Evaluation Coordinator to be a 'social champion' who can work with our team to help report and evaluate on the projects we deliver.</p> <p>We are passionate in our commitment to ensure that all of our creative projects benefit the young people and the communities we proudly serve. We narrate the outcome of our projects for a number of important and valuable reasons, such as:</p> <ul style="list-style-type: none">• Amplifying the needs and voices of young people• Informing and inspiring decision makers on policy and strategy• Reporting on public and private funding spends• Reflecting on Unique Voice practice and developing our content/approaches



	<p>The role would include:</p> <ul style="list-style-type: none"> • Entering survey data from our projects which includes qualitative and quantifiable data • Analysing the data to find interesting observations and distance travelled of participants • Help to form recommendations to the sector based on the outcomes • Channel this work into large scale end-of-project reports • Share the findings and report to the Unique Voice team
<p>Characteristics</p>	<ul style="list-style-type: none"> • Strong IT and mathematical skills • The ability to analyse, model and interpret data and to communicate to technically and non-technically minded people • A methodical and logical work approach with the ability to problem-solve • Ability to work to deadlines alongside the requirements of the core team • An affinity for working with numbers • An understanding of the ethics of gathering and working with data
<p>Qualifications and Experience</p>	<p>REQUIRED</p> <ul style="list-style-type: none"> • Experience within a data-related role • Familiarity with using Mac system, Numbers & Excel spreadsheets, Google Forms, Pages • A minimum basic DBS certificate on the Update Service (see safeguarding below) • Knowledge of current GDPR regulations and secure handling/storage/transfer of data • GCSE/Functional Skills Maths qualification <p>PREFERRED</p> <ul style="list-style-type: none"> • Experience of working within the third sector • Experience working with Adobe Acrobat and Indesign
<p>Safeguarding & Safer Recruitment</p>	<p>Links to our Safer Recruitment & DBS Policies are available on our application form. The successful applicant will be offered a contract which will be conditional upon the completion of our safer recruitment checks. All applicants shortlisted for interview will receive a further copy of our Recruitment Policy and DBS Policy.</p> <p>By your association through working with Unique Voice, you may be perceived as working in a Trusted Organisation with regard to youth work. Unique Voice requires all staff (whether directly employed or on a freelance contract) to obtain a new DBS certificate at the appropriate level or have a DBS registered on the Update Service (standard or enhanced certificates only). The level of DBS check required for this contact is Basic Level. As a freelance contractor, you will be responsible for the fee (£38.00) for obtaining the certificate which we will process on your behalf. The fee will only be requested in advance of the application once you have been offered and accepted the conditional contract. Full information is available in our DBS Policy</p>



Equality, Diversity & Inclusion:

Unique Voice CIC is committed to actively encouraging equality, diversity and inclusion among our workforce and throughout the services we deliver. Our aim is to eliminate unlawful discrimination of all kinds and provide equality, fairness and respect for all in our employment, whether temporary, part time or full time.

If you wish to receive this information in an alternative format, or you wish to discuss the vacancy, application or interview process more fully, including adjustments which can be made to remove any barriers to your application, please contact a member of the recruitment team through any of the following methods:

Email: theoffice@uniquevoice.org

Phone: 0117 428 6240

Mail or in person: St Bonaventure's Business Centre, Friary Road, Bristol BS7 8AF

Application Details

Please apply using the following link: [Application Form](#).

All areas of the form should be completed in full in order to comply with our KCSIE. For any applicants not yet in employment, please complete the details of your current or most recent tutor as a referee where asked for current employer.

If you require additional support to complete the form or would like an informal chat before making your application, please contact Kate at kate@uniquevoice.org or 0117 428 6240

Closing Date

31st May 2024 *See below for further information

Interview Arrangements

***Candidates may be called for interview following receipt of a suitable application form and it is possible that the contract may be awarded prior to the closing date. Please contact kate@uniquevoice.org if you wish to receive an update on the current position prior to making your application.**