

## RESEARCH AND PROJECTS ASSISTANT

Dated: July 2021

Contract: Full time, fixed term from 12 months from start date

Salary: £23,000 per annum

Location: Home Based, with some national travel and meetings in London (Covid-19 guidelines permitting)

Start date: as soon as possible

### About the Centre for Youth Impact

At the Centre for Youth Impact, we believe that a just and equitable society invests in support for all young people to learn, grow and explore their relationships with the world around them. We believe that young people's lives are better when they have access to safe spaces, high quality opportunities to develop their social and emotional skills, and relationships with trusted adults. We believe that provision for young people is powerful when it is well-resourced, and designed and supported by thoughtful and skilled practitioners who are part of a sector that takes a shared approach to reflecting on quality and impact. The sector is stronger when it works together to build collective insight, and commits to act on what it is learning.

We contribute to this vision by designing and testing new approaches to understanding and improving the quality and impact of provision for young people, and working through committed peer to peer networks to embed new thinking in practice.

### About the role

The Research and Projects Assistant will bring new capacity and skills to the Centre's small and dynamic team. The post holder will work across a range of the Centre's key projects and programmes of work, with a particular focus on evaluating common practices and approaches in youth work and provision for young people (for example, mentoring, youth voice initiatives and youth social action).

The Research and Projects Assistant will work closely with the Leads for Research and Methods, Organisational Learning and Data to design and deliver a range of qualitative and quantitative research and evaluation activities, alongside supporting the youth organisations that participate in the Centre's work. This will include working directly with youth workers and young people to pilot/test new tools and resources, gather data on impact and quality and support delivery of activities that improve quality of provision. The post holder will also play a key role in analysing and understanding data gathered, and helping frame findings to inform wider learning (including through drafting blogs and communication materials). This will include helping to facilitate workshops and meetings with key stakeholders, including funders, policy makers, practitioners and young people.

The post holder will be able to demonstrate a strong commitment to the aims and values of the Centre for Youth Impact, and show a desire to improve the quality of provision available to young people across the UK through the use of data and evidence. They will have a particular interest in evaluation, including impact measurement and creative research methods. We'd also like it if they have an awareness of youth voice initiatives. Most importantly, they will have strong analytical and communication skills, and demonstrate an ability to vary approaches to communication dependent on audience. As well as strong verbal and written communication skills, they will have excellent relationship management skills, and be able to demonstrate an ability to understand others' contexts and motivations.

## How to apply

If all of the above sounds appealing, then please send a copy of the following to [jobs@youthimpact.uk](mailto:jobs@youthimpact.uk) with the subject line 'Research and Projects Asst application':

1. Your CV
2. A covering letter (up to 800 words) that states how you meet the requirements set out in the person specification (and stating that you have the right to work in the UK).
3. Equality and Diversity monitoring form

Please complete the anonymous equality and diversity survey form as part of the application. We are committed to providing equal opportunities for everyone regardless of their background, and welcome applications regardless of sex, gender, race, age, sexuality, belief or disability.

We acknowledge that people from Black, Asian and minority ethnic backgrounds are underrepresented in our staff team, and we're committed to correcting this. We are particularly keen to receive applications from people of colour; people with disabilities; people who identify as being LGBTQIA+; and people who have a mental health condition. We'd also love to hear from people who have used and benefited from youth provision/services.

**The deadline for receipt of your application is 9am on Monday 26 July 2021. Applications received after this time will not be considered.**

**Interviews will take place on Monday 2 August 2021 and will be via Zoom.**

For more information about us please visit the Centre for Youth Impact's website: <http://www.youthimpact.uk/> If you have any questions about the role, please email Sarah Rose, Resources Manager, on [sarah.rose@youthimpact.uk](mailto:sarah.rose@youthimpact.uk) to arrange an informal conversation.

## RESEARCH AND PROJECTS ASSISTANT (12 months fixed term)

### Purpose of the Role

The Research and Projects Assistant will be responsible for supporting the effective delivery of key projects within the Centre's 'portfolio'. Under direction and support from colleagues, the Research and Projects Assistant will design and deliver both qualitative and quantitative research activities, translate findings into actionable learning for the youth sector and support organisations to improve the quality of their work. The Research and Projects Assistant will also work with external stakeholders and across the Centre team to help put insight into practice, in pursuit of the Centre's vision and mission.

The post holder will be supported by the Centre's thematic Leads and other team members, although they will also need to thrive when working with a high degree of independence and autonomy.

### Duties & Responsibilities

#### **Support and deliver high quality insights and outputs across a range of research and evaluation projects**

- Design and deliver a range of qualitative and quantitative research and evaluation activities, including surveys, case study visits and interviews with both practitioners and young people
- Undertake desk research to inform individual projects and programmes of work
- Communicate evidence and complex information to a wide range of audiences including frontline practitioners in youth organisations, managers in youth organisations, policy makers, funders, young people and other researchers
- Present and frame insight and learning through a range of media including detailed reports, summaries, blogs, presentations and social media

#### **Support the coordination and ensure the high quality delivery of key programmes of work**

- Contribute to the ongoing refinement of programme design, tools and resources;
- Support the completion of relevant project management tools
- Support the testing and refinement of tools and resources
- Liaise with colleagues and partners to ensure key activities are delivered within agreed timescale and budget
- Coordinate the logistics related to delivery of training, workshops and events
- Monitor direct expenditure, keeping it in line with planned budgets

#### **Develop and nurture strong, supportive relationships to embed practice change:**

- Work closely with colleagues involved in programme delivery, through regular catch ups and meetings as required
- Support the development of relationships with partners 'in country' across Scotland, Northern Ireland and Wales, and work through existing and new networks in England, to build durable local communities of practice
- Directly and closely support youth organisations involved in projects, including with data gathering, and with support from colleagues, with young people

- Liaise with other national and international bodies to support their engagement and alignment with emerging frameworks and resources

#### **Project and workload coordination**

- Demonstrate effective workload management, independence and delivering high quality work to tight deadlines in order to support senior staff and colleagues to deliver work across a range of projects
- Support reporting to funders and partners as required
- Other duties as may be appropriate to the position

#### **Strategic and business development**

- Working alongside and supporting senior staff to identify and secure opportunities for new research and evaluation activity that advances the aims of the Centre
- Contributing to the development of the Centre's strategic vision as part of a close-knit team

### **Person specification**

#### **1. Values and equalities**

- Identify with and embody the aims and ethos of the Centre for Youth Impact including valuing collaborative approaches, challenging and supporting those we work with, and being curious and questioning
- Demonstrable commitment to the principles and practice of equity and diversity

#### **2. Experience**

- Experience of undertaking or supporting quantitative and qualitative research using a range of methods
- Experience of analysing and synthesising complex information
- Experience of communicating with a range of audiences through different written and spoken media
- Experience of leading or supporting the organisation of projects or events
- Experience of working or volunteering in the social or youth sector is desirable

#### **3. Knowledge**

- Knowledge of quantitative and qualitative research methods and research ethics
- Knowledge of project coordination and management tools is desirable
- Knowledge of, and strong interest in, youth policy and youth work are desirable

#### **4. Skills**

- Able to communicate ideas and principles clearly and in a variety of formats and media both orally and in writing
- Able to communicate with individuals from a range of professional disciplines and/or cultural backgrounds whilst establishing positive working relationships (for example with young people, frontline practitioners, senior leaders and partners)
- Strong interest in applied research and evaluation

- Prioritisation and planning of work and able to complete tasks to high standards to tight deadlines in a pressurised environment
- Exemplary analytical skills and numeracy (including basic statistical methods)
- Excellent IT skills
- Interpersonal and empathetic skills
- Statistical analysis skills are desirable
- Facilitation skills are desirable