



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 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.

Unique Voice provides creative and stimulating funded holiday programmes across Bristol and South Gloucestershire. Working with a trauma-informed approach we provide a safe space for children to participate in performing arts, games, art and creative activities whilst delivering information on healthy eating and providing a locally cooked healthy lunch each day.

Job Title	Holiday Programme Coordination Assistant
Contract type	Part Time Fixed Term ending 30th August 2024 - conditional upon safer recruitment checks
Hours	June - 26 July - 15 hours per week 29th July - 23rd August - 32 hours per week 27th - 30th August - 15 hours
Pay rate	£14.00 per hour
Location	Office based at Unique Voice Head Office, St Bonaventure's Business Centre, Friary Road, Bristol BS7 8AF and at required project locations within Bristol/South Gloucestershire.
Expected start date	Immediate
Job Role	<p>We are looking for someone to join our team to support the delivery of Unique Voice holiday programmes this summer. The Coordination Assistant will be part of the Unique Voice Community Team and will work closely with the Community Manager. The assistant will support the preparation, delivery and evaluation of Unique Voice creative holiday programmes, ensuring all programmes are being delivered to an excellent standard with the welfare and safety of the children attending held in the highest regard at all times.</p> <p>Applicants must be available for the whole of the period until 30th August (Bank Holiday excepted) - accrued annual leave will be paid at the end of the contract</p>



Characteristics & Responsibilities

Candidates must be active team members who show initiative and are able to work under pressure whilst also exercising empathy and compassion.

The role will include three distinct stages of programme coordination: preparation, delivery and evaluation.

Preparation

- Participating in relevant training.
- Supporting the referral and registration process which involves calling and speaking with families and school leads.
- Sourcing, collecting and packing resources.
- Building relationships with local communities/schools.

Delivery

- Quality assurance of all live Unique Voice holiday programmes.
- Supporting all team members in programme delivery.
- Covering team absence when necessary.
- Delivering resources and food to school sites.
- Organising communications between Unique Voice and families.

Evaluation

- Collating feedback and preparing data for funder evaluations.
- Checking and organising returned resources.

Driving to locations is an essential part of this role.

Qualifications and Experience

Essential Criteria:

- Excellent organisational skills
- Ability to work accurately under pressure
- Ability to prioritise tasks effectively
- Experience of managing a team
- Experience of working with children and/or young people
- Willingness to regularly travel to locations within Bristol/ South Glos. Driving licence and access to vehicle (occasional business use insurance). Expenses paid in line with company policy
- Excellent written and oral communication skills
- Understanding the importance and sensitive nature of confidential information and GDPR legislation
- Enhanced Child Workforce DBS on the update service or willingness to apply and register
- Willingness to carry out company policies, in particular with regard to safeguarding and child protection



Desirable criteria:

- Experience of working in a Holiday Activity and Food Programme
- Experience of working in diverse communities
- Valid Paediatric First Aid Certificate (within last 3 years)
- Experience of working with young people with SEND

Safeguarding

Due to our position of trust in our sector and the nature of our work with children and young people, all employees employed directly with the Company will be required to complete the Company Application Form to a required standard, provide suitable references, and will be required to undergo DBS checking at the appropriate level; as required by Keeping Children Safe In Education (KCSIE) protocol.

In the process of collecting references, we will request information regarding whether or not you are considered suitable to work with children and young people.

You will be required to bring identification and processing documents with you to interview; you will be provided with a list of suitable documents once you have been shortlisted.

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

09.00am 30th May 2024

Interview Date

Monday 3rd June 2024