



JOB SPECIFICATION

ABOUT UNIQUE VOICE

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

Creative, Educational & Aspirational Programmes: 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, achievement and belonging, crime and anti-bullying with much of our work aligned to safeguarding and early intervention based services through performance, film and workshop programmes.

Targeted Holiday 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.

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

Self-employed Play/Programme Facilitators

General Information

We are looking for candidates to join our bank of creative, enthusiastic, professional and caring freelance workers with an interest in facilitation and who are available to work at various levels of responsibility throughout term and holiday time.

During term time, we work with children and young people across all stages of primary and secondary school education and offer a range of programmes from one-off assemblies and workshops designed to enhance social emotional development, including mental health, aspirations, anti-bullying, healthy relationships and community relations. We work within schools predominantly in Bristol and the South West; however, there may be opportunities for travel to other areas of the UK.

Successful applicants will be retained under a Freelance Contract which sets out our general terms. Each individual project will be offered to team members according to skills and/or experience and you will have the opportunity to confirm whether or not you wish to accept the role. Each offer will confirm the details of the project, together with the hours and pay rate offered.



Characteristics

Unique Voice are ACE Ambassadors and we would be particularly interested in hearing from people who have experience using trauma informed approaches. We also encourage applications from people with lived experience of the subject matters we explore within our programmes.

We welcome applications from candidates who have:

- Experience of working with children or young people
- Ability to build an authentic rapport with children and young people
- Ability to empathise with the different needs and concerns of children and young people
- Are engaging, fun and imaginative
- Are flexible, reliable, punctual and are able to work effectively within a team
- A passion for using the creative arts
- Have an Enhanced DBS certificate registered on the Update Service or willing to undertake a new Enhanced DBS Check and register with the Update Service. Unique Voice is approved to process this on your behalf (charges will apply)
- Awareness of safeguarding
- Willingness to carry out company policies, in particular with regard to safeguarding and child protection
- Willing to regularly travel to locations within Bristol / South Glos (we occasionally travel to venues in other parts of the country and you will have the option whether or not to accept)
- Are willing to work as a self-employed facilitator and be responsible for your own declaration to HMRC

We want to focus on building a diverse team of freelancers to be representative of the communities we work within; in order to do this, we are particularly keen to hear from male applicants (or applicants identifying as male) as well as applicants from Black and Minority Ethnic backgrounds. We operate a rolling recruitment process to our team and the decision to hire will be made on ability/experience to carry out the role.

Qualifications and Experience

Essential: Experience of working with children or young people

Desirable: Paediatric First Aid
Safeguarding Training
Food Hygiene Certificate (holiday programmes & after school clubs)



Additional Information

- Content and schemes are provided by the Unique Voice creative team
- Fees will be set in accordance with the role offered and agreed prior to acceptance of the role.
- If you are successful in your application you will join our pool of facilitators on a self-employed basis. You will be responsible for your own registration with HMRC and payment of any tax & NI due on your income.
- Successful applicants may be offered project work dependent on availability, your skills, transport situation and experience.
- Training: Offers of work will include details of training sessions for the individual projects for which you will be paid at the prevailing training rate. All successful applicants must attend either in person or online induction training.

Safeguarding

Unique Voice operates a robust Safer Recruitment Policy and Process. All applicants must submit their application on the Company Freelance Application Form, ensuring all sections are completed in full, provide suitable references, have an enhanced DBS certificate on the Update Service or willing to obtain a new enhanced DBS which will be subsequently registered on the Update Service.

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.

Successful applicants will be required to attend either an in person or online Induction session as part of the recruitment process.

Safeguarding Training: Unique Voice offers annual Safeguarding Training to all freelance workers which you will be required to attend. Your time for this training may be invoiced (at the given training rate) on the next occasion you carry out work for the company.



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](#)

You will be required to complete our standard application form which includes questions relating to your previous experience (including start/finish dates). You will also be required to give the contact details for two referees. You are advised to have this information to hand prior to starting the application.

All areas of the form should be completed in full in order to comply with our Safer Recruitment Policy. For any applicants not yet in employment or in higher education, please complete the details of your current or most recent tutor as a referee where asked for current employer. If you do not currently work with children in your current main role, we may contact you for additional referees that may be relevant to the role.

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

Ongoing recruitment to our Freelance Team; however for consideration for our **Recruitment Day on 24th October**, for shortlisted applicants, please make your application by **Wednesday 18th October**.