



ABOUT UNIQUE VOICE

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 prevention 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 SPECIFICATION

Job Title	Office Admin Assistant
Contract type	Part time, permanent
Hours	16 hours per week during office hours
Pay rate	£12 per hour
Location	Office based at Unique Voice Head Office, St Bonaventure's Business Centre, Friary Road, Bristol BS7 8AF and occasionally at project locations.
Expected start date	August 2024, pending Safer Recruitment Checks
Job Role	<p>We are recruiting for an Office Admin Assistant to work at the heart of our team. The work is hugely varied with many different creative projects always on the go, requiring high quality administrative support.</p> <p>No two days are the same; one may be spent emailing key school partners, another organising props and resources for a film shoot. We require an experienced individual, who is able to support each project with administrative tasks.</p> <p>You will be working within an open plan office environment and will need to work confidently both as part of a busy team and independently, completing tasks efficiently and to a high standard. The nature of this role requires an individual who is versatile and adaptable, ready to problem solve and take on different responsibilities to suit each project's needs whilst working within UV policies.</p> <p>You will be managed directly by the Operations Manager to ensure the effective running of the office and Unique Voice projects.</p> <p>There will be occasions where you would be expected to accompany our writers, facilitators or creative teams to work directly on projects with young people in schools, theatres and holiday clubs. This work would require you to successfully apply for an Enhanced DBS Certificate, or already have an Enhanced DBS on the Update Service (costs associated with this will be met by the Company).</p>



Key Tasks & Responsibilities

As mentioned, this role is extremely varied and the list below gives an example of the tasks you will be required to undertake:

- Answer incoming calls and taking messages; monitoring & responding to incoming emails
- Assisting the Operations Manager and other team members with project support and admin tasks e.g. data entry, email/phone communication with external stakeholders, support with record keeping
- Booking meeting rooms & updating company calendar
- Maintain effective filing systems
- Office upkeep; equipment storage and inventory
- Assist in fundraising projects
- Comply with and uphold all company policies and procedures
- Occasional visits to projects and events, including direct contact with participating young people
- Project support visits
- Support to Activity Pack development and production
- Driving to projects and to external meetings where required

Required Characteristics

- Demonstrable experience completing administrative tasks
- Confident working on Mac software and the use of database/spreadsheets
- Excellent written and verbal communication and customer service skills
- A team player that can confidently contribute to meetings
- Commitment to equal opportunities and inclusivity practice
- Ability to work with emotional and cultural awareness
- Ability and willingness to take and give feedback and make amendments with positivity and speed
- A passion for the creative arts and an interest in working with children and young people
- A full driving licence, own vehicle and willingness to drive to project locations or collect supplies

Desirable characteristics/ Qualifications and Experience

- Experience working within a similar role
- Experience of working in the third sector
- Awareness of GDPR regulations

Safeguarding

Unique Voice has robust Safer Recruitment, Safeguarding and Child Protection Policies. Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. We commit to creating and maintaining the safest possible environment for children.

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 and will be subject to scrutiny under our Safer Recruitment Policy.



DBS DBS: The role has been assessed using the Government Eligibility Tool and the successful applicant will be required to undergo an ENHANCED DBS CHECK due to the requirement for infrequent interaction with children. Award of the contract is dependent on a suitable outcome to the check.

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: meg@uniquevoice.org

Phone: 0117 428 6240

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

Application Details Please apply online using the following link: [Employment 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.

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. If you are shortlisted for interview, you will be required to complete a declaration with regard to criminal convictions.

Closing Date for applications Due to this roles immediate start date, we will be offering interviews as applications are received and cannot confirm a closing date for this role.

Interview Day From Thursday 8th August