

WE'RE HIRING

Creative Alliance Internship:
Data and Evaluation Assistant

BRITISH
TEXTILE
BIENNIAL

THE SUPER
SLOW WAY

BLACKBURN
with
DARWEN
BOROUGH COUNCIL

British Textile Biennial & The Super Slow Way Data and Evaluation Assistant

The British Textile Biennial and The Super Slow Way are looking for an individual to join their team as part of the Blackburn Creative Alliance Internship Programme. This role would involve you supporting both organisation's in the collection, administration analysis and sharing of audience data working closely with our finance and admin, marketing and evaluation team members.

We are looking for someone with enthusiasm and an eye for detail to work as part of a small and lively team. Whilst administrative experience would be an advantage being keen to learn new skills, good communication skills and the ability to work as part of the team are more important. You might be someone looking for a first job after leaving college, or you might be someone looking to change career paths and transfer your skills to a new sector, or someone returning to work after a career break and looking for a fresh start; whatever your background, age or experience we're interested in hearing from you.

Please note that due to the funding associated with this internship programme, the post holder must be EITHER a former student of a Blackburn with Darwen-based education institution (school or college) or a resident within the area covered by Blackburn with Darwen Unitary Authority. If you have any questions about whether you are eligible to apply, please do get in touch. The successful applicant will be initially contracted to the post for 1 year.

Job description

Job title: Data and Evaluation Assistant

Salary and terms: 3 days per week £26,000 pro rata = £15,600 PAYE

Contract: Initial 12 month contract with possibility to extend based on performance and funding.

Hours can be worked flexibly across the week by negotiation.

Location: Office base in Blackburn with options for regular remote working.

About us:

Taking place every two years across East Lancashire in public spaces, museums, galleries and historic buildings, British Textile Biennial (BTB) tells the global story of textiles in the place and with the people that have textiles in their DNA. To find out more please visit www.britishtextilebiennial.co.uk

The Super Slow Way (SSW) is shaping the UK's longest linear park across a 20 mile stretch of the Leeds & Liverpool canal in East Lancashire with the communities that live and work alongside it, as a unique new space for us all to use and share. To find out more please visit www.superslowway.org.uk

Although separate organisations, BTB and SSW work together closely, sharing staff skills, offices and other resources. All staff play a role in supporting the other organisation regardless of who their primary contract of work sits with; therefore this role will be required to support monitoring and data collection across both organisations.

Principle responsibilities:

The Data and Evaluation Assistant will support us in gathering, inputting and analysing our audience data from projects and events and report this effectively to managers, trustees, commissioners, funders, and other relevant stakeholders.

You will do this by:

- **Supporting the distribution of surveys and collection of data from all BTB and SSW events. Liaising with the delivery team to ensure this is completed and returned by agreed deadlines.**
- **Working with our evaluation partner, The Evaluator, to complete monitoring spreadsheets with the survey responses for funder reporting.**
- **Collating and analysing outcome and impact data.**
- **Responding to data requests internally and externally.**
- **Preparing data reports in easily understandable formats.**
- **Contributing to the development of monitoring systems.**
- **Supporting and training staff on operating data systems.**

Skills and experience needed:

- **Good written and verbal communication skills, good attention to detail, good listener, and persuasion skills.**
- **An interest in statistics and data analysis.**
- **An interest in culture, heritage and the environment.**
- **Ability to manage multiple tasks, work under pressure and meet tight deadlines.**
- **Willingness to travel across our areas of work and further afield.**
- **Positive, pragmatic “can do” approach and a good sense of humour.**
- **Knowledge of Microsoft Office programmes such as Excel, Word and Powerpoint as well as Google Drive would be beneficial but not essential.**

Application process:

If you are interested in being considered for this position, please tell us how your current skills and experience meet those that we have described for this role. We welcome your application via email or video. As a guide, we expect that an email application will be no more than 1000 words or a video will be no more than 6 minutes in duration.

The deadline for applications is 9am on Friday 3rd May

Interviews will take place week commencing 13th May.

If you have any additional support requirements to help make this process easier for you, then please let us know and we'll do our best to provide them.

Please email all applications and any questions or requests in the first instance to zara@britishtextilebiennial.co.uk