

## RESEARCH AND IMPACT ASSISTANT (MATERNITY COVER) JOB DESCRIPTION

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Blue Smile's mission is to improve the mental wellbeing and prospects of Cambridgeshire children through arts-based therapies. The charity has over 70 clinical roles, working in teams and as individuals in schools in Cambridgeshire, giving vital therapy and mentoring to emotionally troubled children. Blue Smile's central office supplies vital support in clinical administration, communication and fundraising for our work, and overall management of the charity as it works towards our vision of a world where happier children have brighter futures.

**Job Title:** Research and Impact Assistant (maternity cover for a minimum of six months to start as soon as possible for handover)

**Hours:** 25 hours per week, which can be worked flexibly across Mon to Fri

**Salary:** £10.50 per hour

**Working To:** CEO (but also closely with clinical and fundraising colleagues)

**Purpose of the Role:** To bring together, evaluate and report in both scientific and lay terms on Blue Smile's data from its therapeutic support to allow it to: continually improve its services; benchmark its work against others; feed back to donors, schools, and other stakeholders. To research background information on mental health, deprivation and other key areas to help inform the charity's case for support. To take part in research into Blue Smile data or to manage volunteer researchers on projects. To administer The Resilience Group on behalf of Blue Smile and Relate.

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### Key Responsibilities and Accountabilities:

1. Help with the continuing development and refinement of data collection systems to analyse the clinical data from BS therapeutic work.
2. Production of quarterly performance reports/statistics from analysis of clinical data to help improve clinical outcomes, inform policy and inform reports back to staff, schools, donors, trustees, etc.
3. Research and benchmark our impact against similar charities and comparable activities in other sectors and input data to the case for support in conjunction with the fundraising team. Analyse and break down aspects of the service to understand our impact, reach and pull together funding packages and reports with the fundraising team - vital to being able to continue to provide the service.
4. Resilience Group - administrative oversight of the Resilience Group project. The Resilience Group, run by Blue Smile and Relate Cambridge, is a grant funded project which delivers parent groups alongside one-to-one child therapy running in primary schools. The administrative role can be broken into the following three tasks: maintaining budget, writing reports and carrying out research.

## Duties:

1. Help continuing development and implementation of a programme of reporting and analysis to measure the impact of Blue Smile
  - Review and update existing background information
  - Work on projects and reports to inform colleagues and stakeholders of opportunities in accordance with the Blue Smile Strategic Plan
  - Support and help drive our development of increasing automation of data collection/analysis to measure the outcomes and impact of our activities
2. Lead on the production of quarterly KPI performance reports
  - Collate data/statistics from fundraising, clinical and financial perspectives across the charity in order to create quarterly KPI reports for Blue Smile, and provide analysis of themes and issues
  - Produce ad hoc performance reports for funding applications, projects, campaigns and other requests as needed
3. Research and benchmark our impact against similar charities and comparable activities in other sectors
  - Use research to benchmark our impact against comparable services and similar charities to support our fundraising and in order to foster greater collaboration and integration across the support sector
  - Liaise with external researchers wishing to work with Blue Smile and advise on research themes and directions beneficial to the charity

## 4. Resilience Group tasks

The position also encompasses the administrative oversight of the Resilience Group project. The Resilience Group, run by Blue Smile and Relate Cambridge, is a grant funded project which delivers parent groups alongside one-to-one child therapy running in primary schools. The administrative role can be broken into the following three tasks:

### Maintaining budget

- a. Keep track of project expenses, making sure project stays within budget
- b. Prepare regular invoices for funders in conjunction with Accounts
- c. Oversee work done by Lead Partners to ensure practitioners and facilitators track work hours and ensure correct payments are made

### Writing reports

- d. Liaise with project funders
- e. Set up templates for reports using the Activities Plan and funders' requirements
- f. Write quarterly reports, as per Grant Agreement with funders
- g. Organise and maintain client data to use for regular reporting and for the final research report

### Carrying out research

- h. Maintain a client database of therapeutic outcomes and demographic information
- i. Work ethically while manipulating confidential information
- j. Process, store and maintain client referrals
- k. Use client outcome and demographic data to track potential trends and effects of therapeutic intervention

## Other

While these are the main duties, you will be expected to help answer the phone and door and join the small and flexible team in supporting any other related duties that may be required from time to time.

## PERSON SPECIFICATION

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### Education:

#### Necessary:

- Educated to degree level, or with equivalent written and analytical skills
- Maths and/or Statistics to A level standard

### Skills:

#### Necessary:

- Ability to plan, prioritise and deliver tasks to agreed deadlines
- Excellent written and verbal communication skills, with an ability to communicate with confidence
- Excellent analytical and numeracy skills with the ability to interpret data in accurate, concise materials and reports
- Interpersonal skills and the ability to build effective, collaborative relationships with individuals
- Ability to use MS office suite; including Word, Advanced Excel, Microsoft Project and PowerPoint,
- Ability to handle and distil large quantities of data

### Desirable Knowledge and Experience:

- Knowledge and experience of measuring and analysing services or data
- Experience of using a range of databases to produce reports
- Experience of working collaboratively with others
- Experience of research methodology, principles and procedures
- Highly motivated with an ability to work on own initiative and work proactively in key areas of responsibility
- High level of intellectual curiosity
- CRM databases (training given)

Application: To [Rebecca.wood@bluesmile.org.uk](mailto:Rebecca.wood@bluesmile.org.uk). Please apply ASAP as interviews will be by mutual agreement as good applications come in, and this vacancy will close as soon as a suitable candidate is found.