

# ABOUT US

Unique Voice is a CIC led by three female directors and a small team of dedicated workers. We are Bristol residents working with, and for, communities across our city. We deliver trauma informed arts programmes for children and young people. Our programmes are designed to enable young people to learn and grow in a wide variety of social and emotional education topics, whether that is through creative, classroom-based learning or community arts projects.

At the heart of everything we do is the mission to enable children and young people from all walks of life to thrive; we use creativity and the arts to do this by using creative practices such as drama, storytelling, poetry, music, art and digital media to;



**HELP DEVELOP TOOLS  
TO NAVIGATE ADVERSE  
EXPERIENCES**



**PROVIDE SAFE SPACES  
TO PLAY AND EXPRESS  
EMOTION**



**ENCOURAGE PROBLEM-  
SOLVING AND CRITICAL  
THINKING**



**PROVIDE SPACE TO  
EXPLORE AND DISCUSS  
CHALLENGING ISSUES**

When used in education and the community, the arts enables us to talk about the challenging issues children and their families might be experiencing and gives us the tools to guide children to discover solutions and develop the long-term ability to make positive choices.

# JOB DESCRIPTION

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 communities and empower systematic and social change in our communities.

## **JOB TITLE**

Business Manager/Co-ordinator

## **CONTRACT TYPE**

Permanent / Part Time

## **HOURS**

32 hours per week

## **PAY RATE**

Pay range £38,750 - 41,875 pro rata (£31,000 - 33,500), based on experience

## **LOCATION**

Office based at Unique Voice Head Office, St Bonaventure's Business Centre, Friary Road, Bristol BS7 8AF.

## **JOB ROLE**

Unique Voice is looking to recruit an experienced Business Manager/Coordinator with great communication skills and an understanding and passion to oversee the administrative processes and legal responsibilities to support our creative team in delivering high quality programmes and services throughout the year.

# JOB DESCRIPTION

## KEY RESPONSIBILITIES:

**FINANCIAL:** Monitoring of income and expenditure. Day to day management of financial issues and accounting systems; preparation of management accounts; budget setting and administration for individual projects; assistance with funding applications

**POLICY:** Review and maintain policy documents to ensure compliance with audit requirements and ensure these are reflected in our working practices and across all site locations. Creation of new policies as required. Take an integral role in preparation for and engagement with external auditors

**HR:** Undertake HR processes including setting up and maintaining recruitment files, safer recruitment checks, recruitment advertising/interviews, induction, review/appraisal and development of staff; payroll & staff leave co-ordination

**GENERAL:** Maintain routine office & business admin including renewals of insurance and subscriptions; health & safety procedures

Ensure excellent communication with core creative and administrative teams, directors and freelance staff

Review and proofread reports, evaluations and service documents

Prepare and distribute service contracts and ensure agreed terms are disseminated to relevant parties

## QUALIFICATIONS AND EXPERIENCE:

### ESSENTIAL:

Preparation of detailed budgets to improve the cost efficiency of the business

Managerial experience in a service delivery role and the ability to work with the senior management team to ensure an effective company strategy

Capability to achieve a recognised management qualification commensurate with NVQ Level 4

Experience of working with accountancy software packages for day to day use and production of financial reporting

Knowledge of GDPR, Risk Assessment & H & S requirements

### DESIRABLE:

Preferred experience within an educational setting or an understanding of the legal and moral responsibilities surrounding the provision of services to young people

Understanding of generating income through funded/grant application process

Understanding of policy regulation; compliance and quality monitoring processes

# JOB DESCRIPTION

## 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 enhanced DBS checking; as required by Keeping Children Safe In Education (KCSIE) protocol. Part of your role will be processing the safer recruitment of staff and as such this role is subject to a satisfactory Enhanced DBS check.

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; a list of suitable documents will be provided 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.

## 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 safer recruitment policy.

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:** [kate@uniquevoice.org](mailto:kate@uniquevoice.org)

**PHONE:** 0117 428 6240

**MAIL OR IN PERSON:** St Bonaventure's Business Centre, Friary Road, Bristol, BS7 8AF

# OUR SERVICES

Our work falls into three main categories:



## COMMUNITY

With the support of the DfE, local businesses and our Help100 Club, we provide free holiday provision and activity packs for hundreds of disadvantaged children and young people each year. We've provided over 11,500 activity packs to date and over 736 spaces for disadvantaged young people during our summer 2022 alone.

Community Impact Report 2022



## EDUCATION

We deliver innovative PSHE workshops in schools that explore relevant social themes through the arts. We have even devised our very own Mental Health Toolkit to aid educators.




## COMMISSIONS

We are commissioned by organisations to deliver bespoke projects to young people, creating arts-based programmes for charities, foundations and community groups.





A photograph of a woman and four children outdoors. The woman, standing in the center back, has curly hair and is wearing a white t-shirt with a blue graphic that says 'UNIQUE VOICE' and a patterned skirt. She has her arms around two children. To her left is a boy in a black t-shirt and a baseball cap. To her right is a girl in a patterned sweater. In the foreground, a girl with glasses and a boy are sitting. The background shows a building with a 'KIS' sign and some playground equipment. The entire image has a reddish-pink tint.

**“IT REALLY IMPROVED  
MY MENTAL WELLBEING  
TO KNOW THAT SHE  
WAS BEING CARED FOR  
AND DOING FUN THINGS  
SHE ENJOYED. SHE WAS  
SMILING SO MUCH AND  
MORE TALKATIVE THAN  
USUAL WHEN I COLLECTED  
HER. AN IMPROVEMENT IN  
HER OVERALL BEHAVIOUR.”**

Parent, Holiday Programme Participant





We **EXPLORE** challenging issues which affect the children and young people.



We **EDUCATE** children using creative programmes designed to find practical and inspiring solutions.



We **EMPOWER** them, allowing the new generation to flourish with confidence and resilience.

## FOR FURTHER INFORMATION

Please email  
[theoffice@uniquevoice.org](mailto:theoffice@uniquevoice.org)

### HEAD OFFICE:

Unique Voice CIC  
St Bonaventure's Business Centre  
Friary Road  
Bristol  
BS7 8AF  
Tel: 0117 428 6240



[www.uniquevoice.org](http://www.uniquevoice.org)