

# Research Associate

Candidate Pack June 2024



# Welcome from our CEO

## Dear Applicant,

Thank you for your interest in the National Youth Agency (NYA).

The NYA is both the steward and champion for youth work and with up to 3 million vulnerable young people having increased needs exacerbated by the Covid-19 pandemic, many young people are concerned about what the future might hold. As we move forward and put young people at the heart of Covid-recovery, youth work has a crucial role to play. All young people should have access to somewhere safe to go, something fun to do with friends, to be able to learn new skills, and support from a skilled, trusted adult.

At the NYA, we believe in the power of youth work to help shape the future of young lives. We are looking for candidates like you, who are passionate about the work we do. As part of the NYA team, you'll have the opportunity to help imagine and realise a stronger and more positive future for young people. You'll be committed to our mission and values and expand the range of skills and experiences within the organisation. We particularly welcome applications from candidates who will help NYA better reflect the diversity of the youth sector.

If you believe you possess the attributes, skills, and knowledge that would benefit our development we would be keen to hear from you. We're committed to help you with your development, and the successful candidate will receive a full induction programme on all aspects of the NYA.

Join us and help us to continue transforming the lives of young people through youth work.

Yours faithfully,

**Leigh Middleton**  
CEO



# About Us

**All young people deserve a productive, fulfilling future.** Society needs the spark and energy of young people to make it tick, yet somehow thousands of young people feel blocked by the complex, sometimes disheartening challenges the modern world throws at them.

**Youth work is the best methodology to unlock young people's potential** by providing high quality support and opportunities. Skilled youth workers build relationships that support young people to explore their personal, social, and educational development. Youth work enables young people to develop their voice, influence, and place within society.

**As the national body for youth work, NYA has a dual function.** We are the professional, statutory, and regulatory body (PSRB) responsible for qualifications, quality standards and safeguarding for youth work and services in England. In line with our charity mission and aims, we also champion youth work through research, advocacy, campaigns, and programmes.

We work in partnership and believe in collaborative leadership, listening to youth workers and the youth work sector so that we can understand their needs and respond to the challenges they face. **We are ambitious for youth work and for young people** and integrate youth voice and influence across our work

NYA continues to work closely with government to inform policies with young people, and in support of regional youth work units, local authorities, and voluntary services across communities. We lead on workforce development for qualified youth workers, volunteers, and related professions.

**The NYA places young people at the heart of all we do.** That is why today 34% of our employees are young people collaborating to help make the big decisions that affect them.



## OUR VISION

A world where every young person can access youth work



## OUR MISSION

Enable more people to deliver great youth work



## OUR PURPOSE

Enable great youth work to happen by setting the standards, growing the capacity and building the case to improve the quality and quantity of youth work in England

## Our values



### COLLABORATIVE

We connect to share, learn and grow. We know that together we are greater than the sum of our parts.



### DETERMINED

We are ambitious for youth work and for young people and push ourselves to overcome barriers and open up new opportunities.



### INCLUSIVE

We embrace, respect and value diversity in all its forms and act in a way that demonstrates this in all we do.



### AUTHENTIC

We say what we believe and follow it up with action.



### BOLD

We are evidence-informed and innovate to push boundaries.

# Growth Directorate overview

The **Growth Directorate** oversees all aspects of Stakeholder Engagement; Business Development and Growth; and manages the NYA's growing portfolio of data-based projects. This includes the National Youth Sector Census, and the development of the NYA Knowledge Hub.

The team is spearheading an ambitious programme of growth as the NYA intends to hold the foremost repository of data, intelligence and insight across youth work and related areas of young people's lives, supported by our National Youth Sector Census.

This **Research Associate** role sits within our Growth Directorate and reports to our Head of Knowledge.

# About the role and responsibilities

Our **Research Associate** will thrive in our newly formed and fast-growing Knowledge Team. Working in a small team the role is central to delivering data, knowledge and insight that supports an evidence-based culture, embedding evaluation into organisational development and our work programmes.

We are looking for an exceptional researcher, confident in using qualitative and quantitative research methods, ideally with some knowledge of the youth sector.

## You will:

- With support from the wider team and Head of Knowledge, provide research support to NYA local authority service reviews. Specific components include:
  - Local context review: reviewing local statistics and analysis on issues affecting young people in the area including demographic profile, youth service engagement figures and comparison with statistical neighbours.
  - Youth service review and needs analysis: undertaking provider and youth surveys and focus groups, data analysis and report writing
  - Gap analysis: contribute towards an analysis of effective practice to inform recommendations and future planning
- Work with Knowledge Team colleagues and support design and delivery of social research projects using a variety of methods to gather information
- Support senior researcher in the design and delivery of evaluations for NYA projects, to meet the requirements of funders, and add to the NYA's evidence bank.
- Support with the collection and analysis of data from evaluations that will inform and improve the performance of the NYA through the Measure What Matters programme.
- Lead small research projects to the highest of standards for NYA and external customers as needed.
- Promote a culture of evidence-based practice and use of insights to drive improvements across NYA and youth sector.
- Work collaboratively with colleagues, including the wider Knowledge Team to support the NYA's research priorities

# About You

## Experience

- Degree or higher experience in social research, with knowledge of research and evaluation methods, tools, and techniques.
- Experience of conducting research and evaluation studies in a range of contexts.
- Good IT skills and experience of a range of data analysis, data visualisation software and CRM tools.

## Research:

- Work on a range of research projects, draft research specifications and employ a variety of different research methodologies.
- Conduct research projects, with supervision, identify and design appropriate research methods to meet the organisation's needs.
- Ensure that research is conducted within a set time frame to meet policy and client requirements and ensure quality control of research.

## Knowledge

- Keep up to date with developments in policy and social issues, as well as with qualitative and quantitative research methods.
- Knowledge of survey design, 'using survey design software
- Knowledge of collecting and analysing data to inform and improve organisational performance.
- Ability to problem solve, and to work independently to meet the needs of stakeholders.

## Communication

- Contribute towards written and oral briefs, based on reviews of research evidence and edit reports.
- Explain complex ideas and findings in a way that can be easily understood to a variety of different audiences.
- Deliver presentations to internal and external stakeholders.
- Respond to external and internal research enquiries.

## In Addition

As the role may involve direct work with young people under 18, successful candidates may be subject to an appropriate level DBS Check prior to starting their employment.

# Our Commitment to Equality, Equity, Diversity and Inclusion

The National Youth Agency is an equal opportunities employer. Committed to equal opportunities policies. We welcome applications from all backgrounds so that our team mirrors the community we serve. We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.

We are committed to providing an inclusive experience for all those who want to apply, and we are committed to removing any barriers in our recruitment processes. So, during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- Making any reasonable adjustments – for example ensuring sign language interpreter organised in advance if you'd like them.
- Providing this document in a word document format readily available to download.
- Offering a guaranteed first stage interview with for disabled candidates who meet the minimum requirements for the role.

## Why work for us?

Our team members rated NYA **9 out of 10** as an employer **90%** would recommend working at NYA to their friends and family.

### What our team say about working at NYA\*:

'A great environment to work, with colleagues who I care for & who care about me'

'I feel INCREDIBLY supported & grateful to work for this fantastic organisation'

'Always willing to listen, providing trust & freedom as an employer'

\*Source: NYA staff survey November 2023

- NYA operates as a people-first organisation, prioritising the well-being and needs of its employees.
- NYA offers an exceptional flexible working approach which encourages our team to balance professional responsibilities with their personal life.
- Predominantly a remotely based team, spread across England, fostering inclusivity and diverse talent. Despite geographical distances between team members, NYA maintains a highly motivated and connected team through the optimisation of digital tools.
- At NYA we have a shared vision and objectives and our team often express how our supportive work culture increases motivation and promotes teamwork and productivity.
- NYA is committed to supporting the continual personal and professional development of our team and helping them achieve their ambitions.
- We provide 25 days leave plus 8 days, life assurance scheme, 5% employer pension contribution and a comprehensive Employee Assistance Programme with unlimited specialist support.

# Additional Information & How to Apply

## Location – Home based/remote working

This role is primarily working from home however it will require attendance to be flexible to attend NYA events, staff work residentials and training within England. As the NYA is the national body of youth work this role encourages applicants from across the UK to apply to influence geographical lived experience.

## Remuneration

Salary Band 4

£30,858.80 - £40,777.70 dependent on experience

## Terms of Appointment – Permanent (Subject to funding)

An offer of appointment will be made once candidates have been interviewed and will be subject to satisfactory completion of eligibility checks, including references, UK Right to Work and Enhanced DBS checks. If you are offered an appointment, you will receive a detailed summary of your main terms and conditions within your contract of employment. We are currently awaiting confirmation of funding for this role, however in the unlikely event this is not granted, there may be a delay on the start date.

## Hours

Full -Time

37 hours per week

## Safeguarding

This role is subject to the provision of all child protection legislation, and all policies governing staff that work with children and vulnerable adults.

## Our Support for You

We will provide a full induction and supported journey into the role.

## If you wish to apply for this position

Please apply via our Hireful ATS platform or if you experience any difficulties, send the below via email to [recruitment@nya.org.uk](mailto:recruitment@nya.org.uk)

If you wish to apply for this position, please use our online application process to submit the following by **23:59 on Monday 15<sup>th</sup> July 2024**.

- **An up to date CV** setting out any jobs, responsibilities and achievements.
- **A covering letter** explaining why you would like this role and use the 'About You' section above to demonstrate how you would be a great candidate.  
Please note that **we will not accept CV's without a cover letter**.
- **EEDI monitoring information** our ATS will ask you some equality and diversity questions for our internal monitoring purposes only.  
*You do not need to provide this information if you do not want to, but if you do this will be processed separately to your application and the anonymised data will be retained and processed according to our NYA Data Protection Policy.*

## More about us

Discover more about the National Youth Agency and our work at: [nya.org.uk](http://nya.org.uk)