

## PLACED Analysis and Evaluation Officer

### JOB DETAILS

- **Post Title:** Project Officer
- **Reporting to:** Jo Harrop, PLACED Director
- **Hours:** Full time. We will consider applications for 4 days p/w, with a proportionate salary adjustment
- **Salary:** £27,000 full time
- **Base:** Working from home, with regular meetings and face to face events.
- **Duration:** Permanent, with 6-month probationary period.

### JOB PURPOSE

PLACED was founded in 2011 with the aim of diversifying the voices involved in the design of our built environment. Since then, we have delivered Education and Engagement across the northwest, working with thousands of people.

Over the last two years, PLACED has seen significant growth in its' engagement work, reflecting an increase in the focus of community voice within tenders and funding policies. Along with working directly for clients, we increasingly collaborate with cross discipline teams, including architecture, planning, urban design, and economic regeneration practices. Our work includes masterplans, spatial development strategies and economic regeneration strategies.

Alongside this, our work with young people includes to be a key element of what we do. We believe youth voice within the built environment is of critical importance. This includes delivering the PLACED Academy, with the 2023 programme having recently commenced, and our Academy Alumni which is currently in development.

We are looking for an **Analysis and Evaluation Officer** to work closely with our small but growing team to lead on the analysis and reporting on projects. The work will involve working on a mix of engagement and education projects, with a focus on engagement.

This is a critical role in the company. Our reports bring together our engagement findings in a way which can influence and inform design team and client decisions, and analysis of our work with young people helps to determine the impact we are having on young lives and to give them a voice.

The successful individual will be expected to produce meaningful reports from a diverse range of data, from workshops to surveys, in a clear, informative, and professional way. An ability to work on multiple projects at the same time is critical. There will be a requirement to travel where directly supporting events and hearing the discussion first-hand would help inform the analysis.

The successful candidate will need to be able to manage and drive forward their work with little supervision and have a good ability to think creatively to solve problems and respond to changing demands. The PLACED team is incredibly collaborative and supportive, and an appetite for working in a small, dynamic team and continuously develop new skills through practice is therefore essential.

Due to the size of the team, the role also offers opportunity to inform the strategy and priorities of PLACED, with the team collaborating on future priorities and opportunities. There is scope for the candidate to have a leading role in wider organisational work, including creating engagement websites, online surveys, inputting into the development of internal policies, database management.

## HOW TO APPLY

Please send a copy of your CV and a covering letter of no more than 2 pages to Kim at [Kim@placed.org.uk](mailto:Kim@placed.org.uk) by **midday 1<sup>st</sup> September**.

**Note the interview date is provisionally:** 15th September.

## ABOUT PLACED

Founded in 2011, PLACED specialises in place education and engagement, developing knowledge and community insights into the built environment. We believe that everyone is an expert when it comes to the places where they live, work, or spend time.

We are a Community Interest Company committed to having a positive impact on those we work with. As an organisation, we bring collaboration and diversity to discussion around the built environment, creating opportunities for quality conversations and genuine engagement.

We support those who are traditionally under-represented have their voices heard. We engage with a huge range of people and create opportunities for diverse voices to be involved in conversations around our places and spaces.

PLACED works with schools, colleges, architects, developers, housing associations and local authorities, alongside a wide range of sponsors and partners, who fund our PLACED Academy. We're supported by 140 Ambassadors – students and professionals who support our work, bringing a unique range of skills and experiences to all we do.

We believe we can only create better places together.

To find out more visit [www.placed.org.uk](http://www.placed.org.uk) and [www.placed-academy.com](http://www.placed-academy.com)

## ANY QUESTIONS?

Please contact the Kim on [kim@placed.org.uk](mailto:kim@placed.org.uk).

## PLACED Research and Evaluation Officer

### JOB DETAILS

- **Post Title:** Research and Evaluation Officer
- **Reporting to:** Jo Harrop, PLACED Director
- **Hours:** Full time. We will consider applications for 4 days p/w, with a proportionate salary adjustment.
- **Salary:** £27,000 full time
- **Base:** Working from home, with regular meetings and face to face events.
- **Duration:** Permanent, with 6-month probationary period.

### JOB PURPOSE

You will support our projects across both Education and Engagement programmes, taking a leading role in the analysis, evaluation, and reporting. Your key responsibilities are as follows:

- Work closely with the wider PLACED team to ensure our projects are reported on in a meaningful, accurate, professional, and timely manner, enabling design teams and clients to make informed decisions about their schemes.
- Use your knowledge of creating reports to input into our engagement questions and approaches, along with the creation of surveys, to help the team to develop effective questioning.
- Help to shape the monitoring and evidencing of our Social Value and how we contribute our value, in particular through our education programmes.
- Where appropriate, and on an occasional basis, attend engagement and education projects, where doing so would provide a useful insight into our work and reporting processes.
- Being aware of best practice and new approaches within the field to help ensure PLACED are continuously improving in our reporting.
- Meet with clients and the PLACED Project Managers to define reporting objectives and outcomes, and ensure reports are meaningful.
- Support the team in the maintenance of systems, which may include creation of our engagement websites, online surveys, inputting into the development of internal policies, database management.
- Follow internal processes and best practice with regards cyber security and advising on data protection.
- Work collaboratively and flexibly within the team so that projects are delivered on time and to an excellent standard. This includes communicating with colleagues about challenges and successes, potential scope expansion and progress with delivery.

- Ensure your work is delivered in a manner which is professional, focused and in line with PLACED values.
- Be an active, adaptable, and enthusiastic member of the PLACED team, inputting ideas and supporting discussion on the overall work and direction of PLACED.
- Advise the PLACED Director or Senior Project Managers of any potential issues and opportunities to enable them to be acted on in a timely manner.
- Inputting into the future vision, direction and growth of education projects and the wider work of PLACED, by being proactive in bringing new ideas and proposals to the team for discussion.

**PERSON SPECIFICATION**

Required	Desirable
<b>Knowledge and experience</b>	
<ul style="list-style-type: none"> <li>- Experience of analysis and evaluation of quantitative and qualitative data from a range of data sources, bringing it together in a cohesive and meaningful manner.</li> <li>- Experience of communicate findings and presenting analysis and data in a meaningful, clear way.</li> <li>- Experience of sentiment analysis as a mechanism for analysing qualitative data.</li> <li>- Ability to adapt to varying timeframes, information levels and requirements as determined by the project and client.</li> <li>- A demonstrable interest in design and the built environment, whether through studies, work, or voluntary experience.</li> <li>- Experience of supporting or delivering workshops and events, ideally those focused on ascertaining information and views from participants.</li> <li>- Experience of working with limited support.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of collaborating with others to produce analysis reports, bringing together different styles into a cohesive document.</li> <li>- Understanding of measuring impact and social value.</li> <li>- Experience of working with voluntary and / or community organisations.</li> <li>- Involvement in community projects, in particular relating to the built environment.</li> <li>- Knowledge of and interest in creative approaches to built environment engagement and education.</li> <li>- Experience of collaborating on projects with built environment professionals from a range of professions.</li> </ul>
<b>Skills and abilities</b>	
<ul style="list-style-type: none"> <li>- Able to manage your own workload, meet deadlines and make decisions with little supervision / guidance.</li> <li>- Able to be flexible and responsive in meeting changing business needs.</li> <li>- Able to bring persistence, enthusiasm, resilience, and creativity to working with a diverse group of people.</li> <li>- Excellent communication skills, both verbal and written.</li> </ul>	<ul style="list-style-type: none"> <li>- Confident and capable in working with diverse audiences, from young people to older members of the public, along with professionals, delivering activities in an appropriate manner.</li> <li>- Experienced and confident in developing relationships that support new partnerships/business opportunities.</li> </ul>

<ul style="list-style-type: none"> <li>- Excellent IT skills, and a willingness to learn new programmes.</li> <li>- Fantastic organisation skills and ability to manage several tasks at the same time.</li> <li>- Excellent attention to detail.</li> <li>- A proven commitment to work as part of a team with common objectives.</li> <li>- Enthusiastic and not afraid of a challenge.</li> </ul>	
<p><b>Values</b></p>	
<ul style="list-style-type: none"> <li>- Sharing our belief in the value of engaging communities in the design and decision-making process about the built environment and creative education</li> <li>- Belief that the voices involved in the design of the built environment should be representative of society.</li> <li>- Belief in the importance of creating social value through enabling and engaging communities in decision making processes.</li> </ul>	
<p><b>Other</b></p>	
<ul style="list-style-type: none"> <li>- Permission to work in the UK.</li> <li>- Willing to undertake a full CRB check</li> <li>- Prepared to work, evenings, school holidays and occasional weekends.</li> </ul>	<ul style="list-style-type: none"> <li>- A full driving licence</li> </ul>