

BD25 Evaluation Assistant – Fixed term to 31 March 2026 (subject to review)**Closing date: 14th April****Interviews will be held on: 1st May**

Bradford district's year of culture is set to deliver more than 1,000 new performances and events including 365 artist commissions, a series of major arts festivals and major national and international collaborations. To do this we need a team of dedicated, passionate, and enthusiastic people. We're at the start of our journey and have an exciting opportunity for an Evaluation Assistant to join the team.

You will assist the Evaluation Team with a wide variety of tasks which will support the effective and efficient implementation of our evaluation plan. This will help us demonstrate the impact that Bradford City of Culture 2025 has on the people and places of Bradford.

We're looking for someone with excellent interpersonal, IT, organisational and communication skills, an interest in data both qualitative and quantitative, and someone who is passionate about learning, being curious and working in a creative organisation.

Key responsibilities:

- Supporting the Evaluation Team and the wider Bradford 2025 team with a wide range of monitoring and evaluation activities including record keeping, maintaining databases and spreadsheets.
- To undertake support services for the Evaluation Team (including researchers, freelancers, contractors and placement students) including clerical administration, scheduling meetings, note taking, record keeping, report production, maintaining databases and online filing systems.
- Assisting with the organisation of collecting a range of quantitative and qualitative data for monitoring and evaluation e.g. household surveys, stakeholder interviews, online polls.
- Supporting with the production and distribution of training and evaluation materials and information for diverse audiences including Bradford 2025 team, Bradford citizens, producers, artists, volunteers and strategic partners.
- To welcome visitors at the Bradford 2025 office and community venues being used for research or evaluation activities and support the Evaluation Team colleagues 'in the field' as required.
- To develop an understanding of the City of Culture brand and the benefits it will bring to Bradford District.
- To support with research and evaluation commission and funding applications, dealing with enquiries, correspondence and monitoring progress.
- To undertake any other duties which are consistent with the function of the role including attending meetings and training courses.
- To act as an 'evaluation champion' and an ambassador for Bradford City of Culture 2025.

You will have:

- Excellent administrative, organisational and time management skills.
- A high level of computer literacy, including experience of using MS Office and strong skills in Word, PowerPoint, MS Excel, other spreadsheet or data management programmes and platforms that support the collection and analysis of data.

- Strong written and verbal communication skills and a willingness to work collaboratively with people from diverse backgrounds.
- Knowledge or interest in research or evaluation.
- An understanding of GDPR and information governance.
- A commitment to equality, diversity and an understanding of the diverse communities in Bradford district.
- Keen attention to detail with a commitment to achieving excellent standards.
- An interest or passion for arts, culture, and heritage.
- A willingness to work in different settings across Bradford district.

Benefits include:

- Up to £25,000 dependent upon previous experience
- 37 hours per week worked flexibly Monday to Friday, predominantly office based (City Centre location).
- 25 days holiday plus bank holidays
- Contributory pension scheme with 5% employer contribution
- High street discounts through Charity Worker Discounts
- 2x Death in Service cover
- Confidential Employee Assistant Helpline

We expect everyone in our team to:

- Develop an understanding of Bradford City of Culture 2025, its values, the benefits it brings to the Bradford District and to funders and sponsors.
- Create a positive working environment, underpinned by our values.
- Act as an ambassador for Bradford City of Culture 2025.
- Drive change in our industry through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity and sustainability.
- Be accountable for the safety of themselves and others by working safely and in accordance with our Health & Safety and Safeguarding Policies.
- Ensure we are collecting and using data from all activities to inform decisions, demonstrate our impact and fulfil our funding conditions in line with GDPR.
- Undertake relevant training and development as required.
- Be open to the opportunities to mentor, train and develop colleagues and participants in Bradford 2025.
- Carry out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of your position.

We're committed to ensuring that everyone feels accepted and can be their true selves at Bradford 2025, and we want our team to reflect our district. We believe that diversity in our team is crucial to our success, so we welcome applications from all races, genders, religions, ages, and sexual orientation as well as from people living with disabilities. We are proud to be an equal opportunity workplace and our ambition is to recruit and retain the best people regardless of background.

If your experience looks different from what we've advertised and you believe that you can bring value to the role, we'd love to hear from you. If you require any adjustments to the recruitment process, please let us know so we can help you to be at your best. This might be as simple as wanting sight of the interview questions ahead of time – whatever it is, just ask and we'll see what we can do.