



## **Research Assistant**

### **Part-time Research Assistant**

Blenheim and Pye are committed to training 100 apprentices by 2027 and want to do more to ensure they receive applications from a diverse group of young people with a range of lived experiences.

<b>Job Title:</b>	<b>Research Assistant - Blenheim Apprenticeships Project</b>
<b>Salary:</b>	<b>£450 (12.50 per hour x minimum 36 hours)</b>
<b>Working with:</b>	<b>Data and Impact Manager and Youth Engagement Manager</b>
<b>Location:</b>	<b>Oxford</b>  Travel throughout Oxfordshire is required. (Travel expenses available)
<b>Hours of work:</b>	<b>September 2024 - June 2025</b>  <b>9 month fixed-term role, approx. 4 hours each month</b>

### **We are committed to equity, diversity, and inclusion**

Oxfordshire Youth warmly welcomes applications from all parts of Oxfordshire, the global majority, trans and non-binary people, and people with disabilities.

Your potential to learn and grow in the role is important to us. If you know that you would be an asset to our team we want to hear from you even if your application isn't a 100% match with the job description. We nurture our work culture, creating a community that is safe, open, inclusive, and where all team members are valued and feel a sense of belonging.

**Please read our accompanying recruitment pack for more information about working at Oxfordshire Youth, including our approach to diversity and inclusion through recruitment.**

## **Role purpose**

Oxfordshire Youth is looking for a small team of five 18-25 year olds to support on a research project assessing the Blenheim and Pye Apprenticeship Scheme. You will play a key role in ensuring that the Scheme is listening to the voices of young people and best meeting their needs.

Blenheim and Pye want to do more to ensure that their apprenticeship opportunities are accessible to young people with a range of lived experiences.

We are looking for enthusiastic individuals who are excited to be part of this team and gain experience in designing, conducting, analysing and presenting research. The project aims to gain a fuller understanding of the experiences of apprentices and make recommendations about how Blenheim and Pye can create more inclusive opportunities.

## **Key responsibilities**

- Assist in designing and gathering feedback from young people using surveys, interviews and desk research.
- Record and manage data and information responsibly.
- Assist in analysing the feedback and data collected to find trends and make recommendations.
- Assist with creating a research report and presenting the findings to Blenheim and Pye.
- Support the coordination of research activities, including scheduling meetings, preparing materials and keeping the project on track.

## **Our Culture**

Everyone at Oxfordshire Youth agrees to:

- Be committed to Oxfordshire Youth's vision, mission and values
- Be reliable and participate fully in meetings, including being an active listener
- Follow Oxfordshire Youth's guidelines, policies, and procedures when completing work
- Take part in training that will support personal and professional development
- Represent Oxfordshire Youth in a professional and appropriate manner at all times including considering punctuality, personal appearance and boundaries, and equity, diversity, and inclusion of all opportunities.

## **Safeguarding**

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

*Specific tasks will be shared during the induction process.*

## **What we are looking for**

*No formal qualifications or work experience are needed for this role. Some training will be provided. Applications are encouraged from candidates who do not have experience or qualifications.*

- An interest in research, data collection and analysis
- Commitment and enthusiasm about the project and research aims
- The ability to solve problems and think creatively
- Knowledge of living in Oxfordshire
- Confidence using IT
- Ability to maintain confidentiality
- A commitment to treating people equally, respecting differences and challenging prejudice and discrimination
- A positive, enthusiastic and can-do approach and an openness to learning new skills
- Accountability for the quality of your work

**Closing date for applications: Monday 30th September 2024**

**Next stage discussions will be held the week commencing 7th October 2024**

**We encourage you to apply in a way that works for you.**

To apply, please complete a short application form.

You can [complete the application form directly](#) or download the document and email a completed version to [eleni.eldridge-tull@oxfordshireyouth.org](mailto:eleni.eldridge-tull@oxfordshireyouth.org).

Alternatively, you can use a voice note. Answer the application form questions and send them via WhatsApp message to 07828 319345.

For more information or support with filling in your application, feel free to call

OY on 01865 767899.