



## Politics in Action

### Job Description

Job Title **Time to Shine Leader – Data and Evaluation**  
Reports To **Executive Director**

Responsible for This role is funded under the Rank Foundation’s ‘Time to Shine’ programme, and is for one year from 13 January 2025. The role is created for someone who is currently under-employed and who wants to develop a career in the non-profit sector.

This is a new role for us and will focus on how we use data in our work and also helping to develop our evaluation work. It will include working with groups of young people and as part of our staff team.

You will be part of a UK wide network of ‘Time to Shine Leaders’ and will receive ongoing support from the Rank network as well as our team. This will include residentials and on-line sessions.

Salary £23,400 (UK living wage)\*  
3% Pension Contribution  
Hours Full time – 37.5 hours per week  
Status Fixed Term - one year from 13 January 2025

Location Politics in Action  
83 University Street  
Belfast BT7 1HP

(There is some scope for remote/home working, but the nature of the role means that there will be face-to-face supervision and the role will involve work in the evenings at weekends from time to time. The post holder will be required to attend a series of events run by the Rank Foundation and mostly in GB)

**Politics in Action** (PiA) supports the civic animation of young people around issues that are important to them. We do this by providing issue-based programmes which are structured and designed for young people from different religious and socio-economic backgrounds to assist them to discuss and research the issues which matter to them and to develop a project or campaign that addresses these issues. We support young people to connect learning about politics to taking action on issues that are important to them to affect social change.

Our mission is *‘Building a Better Peace’*. Our aim is to support young people, schools and youth organisations in the development of important social and political skills including research, understanding issues from multiple perspectives, team-work, listening, compromise and communication skills. In the process we want young people to understand



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their capacity and agency as engaged citizens. We see young people (regardless of their age) as citizens in the here and now rather than as 'future citizens'.

### **1. Job Purpose**

We believe that it is vital that young people are engaged with politics and that they hold those in positions of power to account. Our work connects learning about politics to taking collective action on issues that are important to young people. This role will help us to better communicate the impact of our work and to increase our effective use of data and AI (Artificial Intelligence).

1. To assist with the evaluation of the work of Politics in Action, including supporting a team of 'Young Evaluators' and working with external evaluators.
2. Work with other staff to communicate the impact of our work through our website and social media channels
3. Help develop online resources to increase the impact of young people's civic and political engagement using data and as appropriate AI.

### **2. Main Duties and Responsibilities**

The post holder will help develop our use of data both in evaluation processes and in increasing the impact of young people's activism. They will also participate fully in the Rank Foundation's 'Time to Shine' programme – attending key events and working closely with our Executive Director. They will also work closely with other staff and with our freelance facilitators as well as our schools and youth work partners. The ideal candidate should have a strong interest in developing a career in the community and voluntary sector and be interested in a communications role. You must be proficient with the Microsoft Office suite and able to manage physical and on-line filing systems as well as a suite of online tools.

We are not expecting you to be a data or evaluation expert, there will be support and training available to help you develop your knowledge and skills through the year.

- Be available for full-time work from 13<sup>th</sup> January 2025
- Be willing to participate in a series of conferences and leadership days (in Britain) as part of the Time to Shine programme
- Be interested in a data and evaluation role within a charity to convey and help increase the impact and value of our work
- Be able to work within policy and ethical considerations including GDPR and child protection requirements
- Liaise with Executive Director, Project Manager, Campaigns Organiser and other staff as required
- Ability to handle sensitive information with professionalism and confidentiality



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### **3. Aptitude**

In this role you may be a regular point of contact for partner organisations, young people we work with, external facilitators and external stakeholders. This will include engaging with young people who are involved in our projects – particularly our ‘Young Evaluators’. At all times you will need to reflect the values and professionalism of Politics in Action and follow our policies and procedures. You will also need to understand the requirements of our campaigning activities in terms of our charitable status and our responsibilities under electoral law. In representing the organisation you will need to reflect our values and standards. You will need to handle sensitive or confidential information with professionalism and integrity.

### **4. Conditions:**

The post holder is entitled to 26 days of annual leave in addition to Public Holidays (pro rata based on the starting date). Politics in Action supports hybrid working for its staff, though you should anticipate spending the majority of your time in the office or out with groups. The role will involve some overnight residentials and travel across the UK and Ireland.

*\* Subject to revision once the 2025 rate is agreed.*