

## **BBC Children in Need – North Region Job Description – Freelance Assessor**

The purpose of the role is to make objective comprehensive assessments regarding applications for funding made to BBC Children in Need. The assessment is made up of a telephone interview and a written report which is completed from your home.

The position is a part time, freelance commitment. You will work from home and will be paid a flat fee of £90 or £110 per assessment, dependent on complexity. You'll need to be available for this work on a flexible and occasionally out of hours' basis across the year. The workload would typically up to 10 assessments three times a year within set deadlines.

Assessors are recruited because of their analytical skills, clarity of reporting, and background knowledge of voluntary organisations and children's issues, including safeguarding. It is an important feature of this process that Assessors can assess the structure and viability of the applicant organisation and the proposals for their projects while retaining independence from decision making.

Experience of assessing is an advantage, but we are interested in transferable skills (analytical, report writing, communication skills for example) and experience in the voluntary sector. Specific skills and knowledge of services relating to children is also highly relevant.

Assessors must be able to identify issues that need to be investigated in order to give a full picture of the project or the organisation. It is this insight that may lead to critical information that determines the committee's decision.

The task of the assessor is to gather the facts that clarify, confirm and add to the material in the application form. This then allows for an analysis of all the factual information gathered and for a judgement against the criteria contained in our Guidelines.

### **Person Specification**

#### **Skills/Abilities**

##### **Essential:**

- Analytical skills
- Ability to interpret financial information
- Ability to assess feasibility of projects
- Good communication skills
- Ability to meet tight deadlines
- Ability to write reports with clarity
- Good computer skills
- A good understanding of the voluntary and statutory sectors
- Local knowledge
- A good understanding of children's issues

##### **Desirable:**

- Experience of assessing (including transferable experience)
- Language skills

#### **Attributes**

##### **Essential:**

- A commitment to equality of opportunity
- Objectivity/detachment

- Attention to detail

### **Practical Matters**

#### **Essential:**

- Full access to telephone, PC, Microsoft Word, Excel, Email and Internet

### **Competencies**

**Planning and Organising:** Establishes an efficient and appropriate course of action for self and others. Prioritises and plans activities taking into account all the relevant issues and factors such as deadlines, staffing and resource requirements.

**Communication:** The ability to get one's message understood clearly by adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.

**Information Seeking:** Makes an effort to seek more information, does not accept things at face value.

**Resilience:** manages personal effectiveness by managing emotions in the face of pressure, set-backs or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.

**Analytical Thinking:** Gathers and uses relevant information to support decision making and problem solving. Breaks down, sifts and critically evaluates ideas and information, distinguishing between core and peripheral data, identifying trends, cause and effect and other correlations.

**Flexibility:** adapts and works effectively with a variety of situations, individuals or groups. Able to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change, and to change or easily accept changes in one's own organisation or job requirements

### **Background Briefing**

#### **Our Mission Statement**

Our vision is that children and young people in the UK have a safe, happy and secure childhood and the chance to reach their potential.

#### **The Charity**

The BBC Children in Need Appeal started in a small way in 1927 on BBC radio when it raised £1,143. Since 1980 it has been an annual live television and radio appeal. In 1985 the charity was established as a grant-making trust to distribute funds raised by the annual appeal throughout the UK.

The BBC Children in Need Appeal is both an annual broadcast appeal (the responsibility of BBC Production) and a charitable company limited by guarantee (governed by a Board of Trustees). BBC Children in Need Appeal distributes funds raised from this broadcast appeal to children's charities and voluntary organisations throughout the UK with the aim of making a positive difference to disadvantaged children.

The Charity distributes over £45 million annually in response to applications from non-profit organisations helping disadvantaged children and young people in the UK. Grant-making is a core element of the business of the BBC Charity which also supports the fund-raising effort in the run-up to the annual appeal which takes place each November

and, through its trading subsidiary Children in Need Ltd, licenses the use of the Pudsey Bear logo.

BBC Children in Need has a team of approximately 100 staff based in BBC offices across the UK. The North region is part of a National and Regional team structure which includes Northern Ireland, Scotland and Wales plus 4 English regions. Each of the English Regions has a Regional Head, who manages the grant-making process and supports the Regional Advisory Committee, Regional Officers and Regional Assistants.