

About Traverse

In a world where everyone from policy makers to citizens has a distinct perspective, every decision we make has to stand up to challenge.

Traverse helps organisations who are dealing with complex and controversial issues to understand what the communities and people affected think about their projects and proposals. We use transparent processes and evidence-based tools to engage and weigh every voice, personal and professional, whether loudly proclaimed or seldom heard. Our experts work with clients (whether governmental, third sector or a business delivering public services or social change) to evaluate and implement their decisions, improve their plans and to their build capacity to deliver real impact.

Our clients rely on us when the issues are thorny and good decisions matter. From health and social care integration to airport expansion, social isolation to the future of energy generation, we bring our expertise to help you listen, analyse and act decisively.

Traverse was established in 1989 as the UK's first employee-owned "public interest" company. And we are proud of our employee owned credentials. Up until May 2018 we continued to trade under our Office for Public Management and Dialogue by Design names when we adopted the trading name of 'Traverse'.

Today, we are a highly successful and well-regarded research and consultancy organisation which supports and champions the delivery of social impact. We're passionate about making a difference and this passion motivates us to deliver high quality services and outcomes for our clients.

Our ambition is to be:

- The market leader in understanding and measuring social impact through research and evaluation, giving the third sector and others the evidence to show the good they do.
- The leading provider of digital consultation services.
- An organisation that's known for going beyond insight and engagement to help organisations understand how to deliver social impact in a changing world.
- An exemplar employee owned business that helps others get the best out of their people as we do ours.



Benefits of working with Traverse

Working for a social purpose

Traverse is a small but capable team with around 40 permanent staff members plus associates and casual staff who want to make the world a better place through our work. We consider ourselves to be a social purpose company.

Lifestyle and Career Development

As a staff owned professional services business with a social purpose we are firmly committed to investing in our staff development. Many of our casual staff join us for lifestyle reasons and many join us for the career development opportunities that may arise. Staff joining us through this route have an opportunity to learn about our organisation and work and see if this is a long-term career they wish to pursue. We value the opportunity to see how staff react to the work and environment and see it as a good way to give new recruits an opportunity to apply for more senior or full-time roles within the business. Some of our current Consultants have joined through this route.

We believe in developing our people internally but are also pleased when they move to bigger or better jobs elsewhere. Many go on to become our customers, so it's good business too.

Flexible working

We need staff to be available for at least 3 days per week, but beyond this, staff working on our casual contracts are normally able to stipulate how many and which days they would like to work.

As our work is project based, Traverse reacts to the demands of our clients, and hence we are not able to offer a minimum or any level of work.

Pay

Assignments are paid at two different Tier rates.

- Tier 1 - £10.20 per hour.
- Tier 2 - £12.50 per hour.
- Holiday pay is accrued at a rate of 12.07% and will be paid monthly.

Staff with higher level experience may be asked to undertake more complex assignments for which a series of higher rates are paid.

Rates will be agreed before an assignment commences.



Project Support

Purpose of this role

We offer our clients a bespoke service, adapting to their individual needs which means that with every project, our work changes. To manage this changing set of requirements, we call upon a pool of flexible Project Support staff, called the Response Unit, to support our core staff in delivering projects to the highest standard.

We're currently looking to expand this pool of staff, and we welcome applications to join us on a casual basis. The role may be particularly well suited to post-graduate students looking to support their studies, or to recent graduates.

Many of our projects are centred around infrastructure, local government, health, social care, charities, and energy. If you have particular interest or expertise in these areas, please let us know.

Please note: The Response Unit assists during busy periods to supplement internal capacity. The number of hours we can offer will therefore depend on the project workload at any point. For this reason, we are not able to guarantee either a starting date with much prior notice or any amount of work for those successful at the assessment stage.

Main responsibilities

This job description is intended as a general guide and is not exhaustive. It may be reviewed according to future requirement and business needs.

The support provided by the Response Unit covers a range of tasks and skills. We are looking for applicants who can assist on a combination of the tasks listed below:

- Tier 1 tasks:
 - Assisting with workshop preparation
 - Audio transcription
 - Data entry
 - General administrative assistance including front of house cover

- Tier 2 tasks:
 - Qualitative data analysis
 - Quantitative data analysis
 - Desk research
 - Proofreading
 - Table facilitation at events
 - Conducting telephone interviews

All new starters are given training and briefed in detail on specific projects, and will always be working with a dedicated team with specific knowledge of the project in question.



Person Specification

Essential	Desired – Please let us know if you have any of the following
<ul style="list-style-type: none">• Flexibility and adaptability• A positive and resourceful attitude• Excellent attention to detail• High level of accuracy• Strong interpersonal skills• Ability to work well, independently and with a team• Ability to cope with repetitive tasks• Ability to work with unfamiliar IT systems	<ul style="list-style-type: none">• Qualitative analysis/coding experience• Quantitative analysis experience• Research experience• Proofreading experience• Facilitation experience• Interview experience• Audio transcription experience• Data entry experience• Reception experience• Some understanding or experience in our key sectors:<ul style="list-style-type: none">- Health- Social care- Infrastructure and planning- Local government- Charities- Energy- Science

Selection Process

If you think that this role would suit you please fill out an application form, making sure you tell us about any relevant skills, experience or sector knowledge that would support your application.

Please return the completed application form to recruit@traverse.ltd.

Please note that CVs will not be accepted.

If your application is taken forward, you will be invited to complete an assessment.

Equal opportunities

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Skills testing of disabled applicants

Applicants who satisfy the minimum standards of the role may be asked to take a number of ability tests before being progressed to the next stage of the recruitment process. If an ability test has a feature that, in the opinion of the applicant, places a disabled person at a substantial disadvantage to other candidates, Traverse agrees to take such steps as is reasonable to mitigate the disadvantage.

Should an applicant be able to demonstrate their ability for the role as laid out in the job description (able to meet the minimum standards of the role as outlined in the necessary column in the person specification), by any alternative method, this will be given due consideration by Traverse.