

GENERATOR

DATA AND COMPLIANCE CONSULTANT

**PROCUREMENT
OPPORTUNITY**



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ABOUT GENERATOR

Generator is the North's leading music development organisation. Since 1991, we've been breaking barriers, building careers, and pushing boundaries. We don't just talk about the future - we create it. From grassroots scenes to global stages, we make sure talent from the North is heard, seen, and taken seriously on the world stage.

Working at Generator means being part of a small, ambitious team shaping the future of music and culture in the North. We're creative, collaborative, and driven by the belief that what we do makes a real difference.

From supporting new talent to delivering major events, every day is varied and full of purpose. If you're passionate about music, brimming with ideas, and ready to help us make change happen you'll feel right at home here.

“AT GENERATOR, WE BELIEVE TALENT IS EVERYWHERE - AND WE'RE DETERMINED TO MAKE SURE OPPORTUNITY IS TOO. WE'RE BUILDING A TEAM THAT'S NOT ONLY CREATIVE AND DRIVEN, BUT FEARLESS IN LEADING CHANGE FOR THE NORTH'S MUSIC AND CREATIVE INDUSTRIES.”

Mick Ross, CEO

INTRODUCTION

Generator is seeking an experienced Data & Compliance Consultant to support the development and implementation of robust data, evaluation, and compliance frameworks across the organisation.

This is a short-term, high-impact role focused on strengthening the systems and structures that underpin Generator's programmes - ensuring data integrity, accountability, and effective impact measurement across all areas of delivery.

The successful candidate will work closely with Generator's senior leadership team and programme leads to embed consistent approaches to data collection, reporting, and compliance, translating organisational and funder requirements into clear, practical processes.

This work sits at the core of Generator's mission to build resilient infrastructure, demonstrate impact, and support the sustainable growth of the creative and cultural sectors across the North.

A key focus of the role will be working alongside Generator's development team on the build and implementation of a new project management and CRM system - ensuring it is designed to support effective data capture, reporting, and compliance from the outset.

ROLE OVERVIEW

DATA AND COMPLIANCE CONSULTANT

The Data & Compliance Consultant will lead the review, development, and implementation of Generator's data, evaluation, and compliance frameworks across its programmes.

This is a systems-first role, focused on strengthening the infrastructure required for consistent data collection, robust reporting, and effective governance - ensuring Generator is equipped for accountable, scalable, and impact-led delivery.

Key responsibilities include:

Data & Evaluation Frameworks

- Review and refine existing data capture and reporting systems across Generator programmes
- Develop and implement clear KPIs aligned to organisational objectives, funding requirements, and impact goals
- Assess and improve current frameworks to effectively measure outcomes, access, and long term impact
- Ensure alignment with Generator's wider evaluation and reporting approach
- Support teams to embed consistent data collection practices across multiple projects

Compliance & Governance

- Review current compliance processes and identify areas for improvement
- Ensure alignment with relevant regulatory, legal, and funding requirements (e.g. GDPR, data protection, grant compliance)
- Develop and document new (where required) clear compliance procedures and best practice guidelines
- Support risk management processes relating to data handling and programme delivery
- Work with senior leadership to ensure governance structures support compliance and accountability

KEY RESPONSIBILITIES CONTINUED

Systems & Process Development

- Audit existing systems and workflows relating to data management and reporting
- Recommend and implement improvements to increase efficiency, accuracy, and accessibility
- Work closely with Generator's development team on the creation of a new project management and CRM system, helping to inform its structure, functionality, and data architecture
- Ensure the system supports effective data capture, reporting, and compliance requirements from the outset
- Provide guidance and support during the build and early implementation phase
- Develop documentation including data protocols, reporting templates, and internal guidance
- Ensure systems are scalable and suitable for future programme growth

Reporting & Insights

- Support the development of clear, concise reporting for funders and stakeholders
- Translate data into actionable insights to inform strategy and programme development
- Work with internal teams to improve understanding and use of data in decision-making

Programme Support & Alignment

- Work across Generator teams to ensure alignment in data collection and compliance practices
- Support programme leads to meet reporting and compliance requirements
- Ensure readiness for audits, evaluations, and funding reviews

PERSON SPECIFICATION

Essential

- Proven experience in data, compliance, evaluation, or similar roles
- Strong working knowledge of data protection and regulatory requirements (e.g. GDPR) and how to apply them in practice
- Experience developing and implementing data collection, reporting, and evaluation frameworks
- Demonstrable ability to design, improve, and embed systems, processes, and workflows
- Experience working with or supporting the development of CRM and/or project management systems, with an understanding of data structure and user requirements
- Ability to translate complex data and compliance needs into clear, practical processes and documentation
- Strong analytical skills, with the ability to interpret data and generate actionable insights
- Experience working across multiple teams and stakeholders, with confident communication and collaboration skills
- Highly organised, with strong attention to detail and a focus on accuracy and accountability
- Ability to manage a short-term, high-impact brief independently and deliver to deadlines
- Ability to work from Generator's Newcastle head office as required

Desirable

- Experience working within the creative, cultural, or non-profit sectors
- Experience supporting reporting for funders or external stakeholders (e.g. Arts Council England or similar bodies)
- Familiarity with impact measurement frameworks and evaluation methodologies
- Experience contributing to or supporting digital product builds (e.g. CRM systems, reporting dashboards, or internal tools)
- Understanding of grant-funded programme delivery and associated compliance requirements

CONTRACT DETAILS

Duration	3 Months
Contract Value	£4500
Time Commitment	2 days per week
Start Date	ASAP

HOW TO APPLY

- A CV
- A cover letter (max 1 page) outlining your relevant experience
- Send to: ceo@generator.org.uk with the subject line 'Generator: Data and Compliance Consultant'
- Deadline: 1st June

