



## Evaluation and Impact Officer Job Description

MHDT London Development Trust are looking to recruit a part-time Evaluation and Impact Officer to work 2 days a week at the Acton Gardens Community Centre. This exciting job is for someone who loves research, evaluation and impact and values local community projects. The officer will support the improvement and implementation of monitoring and evaluation systems and measuring the impact.

**Role:** Evaluation and Impact Officer

**Accountable to:** Evaluation and Impact Manager; Project Manager

**Responsible for:** Community Researchers / Research Assistants as necessary

**Primary objective:** To co-ordinate and maintain effective systems for monitoring, evaluating and reporting the impact of all community projects based at Acton Gardens Community Centre

**Location:** Acton Gardens, London

**Salary:** £23,187 (pro-rata) Spinal Point 9 Local Government Pay Points

**Terms of Employment:** 1 year with possibility of extension

**Hours:** 14.5 (0.4, 2days)

**Holiday entitlement:** 27 days and bank holidays (pro-rata)

**Probationary period:** 6 months

The role will include:

- Working with Impact Manager to manage and implement a monitoring and evaluation framework across community development activities
- Working with staff and project facilitators to establish, and then periodically review, clearly defined and measurable outcomes for community projects
- Co-ordinating data collection on Acton Gardens Community Centre projects and working closely with project facilitators to ensure the regular and consistent collection of data
- Conducting qualitative research including interviews and focus groups
- If applicable, co-ordinate community researchers to conduct fieldwork and data collection
- Maintaining and overseeing the monitoring and evaluation of data on our CRM
- On occasion, data entry and transcription of interview / focus group audios
- Assist Impact Manager with analysis of data generated by monitoring and evaluation processes, and present information for delivery teams, managers, and trustees that measures performance against agreed outcomes and targets
- Attend weekly team-meetings and monthly monitoring meetings
- Co-ordinating the AGCC Impact Steering Group and Theory of Change processes
- Taking part in training to develop further skills needed
- Producing impact reports that are suitable to a variety of different internal and external audiences.

These duties are not exhaustive and may be changed due to research needs by the Impact Manager. This post may require occasional evening and weekend work.

Training can be provided to successful applicants; however, applicants should possess the following qualities:

- Experience with evaluation techniques – defining evaluation questions, revealing assumptions, using a range of methods to collect and analyse data, drawing insightful conclusions and identifying implications for practice.
- Expertise in quantitative and qualitative research methods
- Expertise in survey methodologies, including questionnaire design and sampling, and experience of managing survey fieldwork.
- Ability to present information clearly, concisely, and appropriately for an intended audience, both in writing and in person.
- Able to set own plans and priorities, and manage own workload to meet targets and timescales with high level of self-organisation and motivation
- IT literate – able to use Microsoft Word, Excel, PowerPoint to a high standard and preferably have experience managing data on IT systems
- Able to communicate with project design and delivery teams in order to describe and define aims and outcomes for evaluation
- Knowledge of ethical issues for research and evaluation
- Ability to manage conflict, apply diplomacy, work independently and as part of a team
- Reliable and punctual
- Preferably local to South Acton or based in West London

If you would like to discuss this opportunity further, please email [careers@actongardens.community](mailto:careers@actongardens.community)

To apply for this role by **Saturday 31<sup>st</sup> October 2020**, please email your CV and a supporting statement of no more than 500 words detailing why you are interested and what you could bring to the role to [careers@actongardens.community](mailto:careers@actongardens.community) – listing the position being applied for and your name in the subject line.

Interviews and short numeracy and literacy test intended to be scheduled before the interviews.