Letchworth
Garden City
Heritage Foundation

LETCHWORTH GARDEN CITY HERITAGE FOUNDATION

JOB DESCRIPTION

1	JOB TITLE	Research and Evaluation Manager
2	STATUS	Permanent, Full Time
3	HOURS OF WORK	35 hours per week
4	EMPLOYEE'S NAME	
5	DEPARTMENT	Grants, Partnerships and Community Services
6	REPORTS TO	Head of Grants Partnerships and Community Services
7	COMPETENCES	Level 1 Manager

8	JOB FUNCTION:
	The Research and Evaluation Manager is an operational lead for The Foundation working across teams to provide relevant information to support the efficient and effective utilisation of our day to day resources and our services.
	You are responsible for building and maintaining relationships with both internal and external stakeholders at different levels to enable the efficient collection, storage and dissemination of data to inform The Foundations strategic planning and day to day operations and the work of its partners within the community.
	You will work closely with the Head of Grants, Partnerships and Community Services and our Grantees to develop and implement systems that measure and evaluate the impact and effectiveness of our grant programmes. You will also be working collaboratively within the Communities, Culture & Heritage team and wider foundation teams to shape how we use an evidence based approach to planning, implementing and evaluating our programmes of work.
	The role will also be key to identifying best practice and developing the ability of our teams to measure and evaluate the impact of their work leading towards continuous improvement across our programmes.
	An exemplary team player with a can do attitude you will keep pace with ways of working within your field and take an innovative approach

	to the delivery of the role.
9	**RESPONSIBILITIES** Identify and develop strong working relationships with local and national voluntary, community, public and private sector organisations to enable you to work in partnership to fulfil the role. Use qualitative and quantitative approaches to gathering and analysing key local and national data from a variety of channels and sources to understand local need. Having analysed the data produce clear and accurate reports to teams, Trustees and Governors. To develop relevant research criteria for projects that enable a greater understanding of local barriers and work with internal and external partners to undertake research, sharing outcomes in an appropriate format and setting. Work with the team to identify good practice in areas of need in order to be able to suggest how this need could be addressed. This will involve supporting principles such as collaborative working, co-designing services and service design. Work closely with Grantees to enable them to evaluate effectively the programmes that we fund and utilise this work to develop a framework to evaluate our grant programmes Work collaboratively with with HF teams to provide them with the relevant knowledge and information to plan and deliver community based programmes that meet identified needs. To identify, build up and share good practice in evaluating projects with both our teams as part of our project evaluation process and with community partners to develop ways of showing impact and developing services. Use skills and knowledge to support groups working in areas of interest to ourselves to assist them to understand the challenges facing their clients and/or the community. Work with our teams develop a system that captures outcomes as part of our KPI reporting providing feedback on these outcomes. Where possible recommend further opportunities to capture data relevant to either the KPI's or the impact of our Charitable Services. Work with teams to develop policies and standards aimed at achieving a consistency in our approach to the research and evaluation of projects and programmes Develop a local, regional and national network of professionals working in the charitable/community sector and use this network to support professional growth and the objectives of the Heritage Foundation.

	Write blogs and web content and use various channels of social media to highlight relevant pieces of research and information to raise awareness of local issues and promote positive outcomes.
	Work with colleagues to maintain and use any relevant CRM systems and other data to develop and target audiences.
	Take a collaborative and flexible approach by working in partnership with teams across the Heritage Foundation to get the job done.
10	**QUALIFICATIONS /EXPERIENCE** • Degree in Social Sciences or Research based Degree e.g. Maths/Statistics/Market Research • Proficiency in MS Office (Outlook, Word, PowerPoint, Excel) and database systems. • Experience of undertaking community based research and engagement • Very high levels of attention to detail, excellent written and verbal communication skills and experience of designing, developing and following process. • Excellent people skills and use these to build strong relationships • Ability to work independently, using own initiative and managing time • Have an enquiring mind and naturally curious • Strong team player • An advocate for the importance of using an evidence based approach to solving problems • Full driving licence
11	**LEVELS OF AUTHORITY:** **Financial:** £500 **Other:** £Nil
12	**OTHER INFORMATION:** Working in line with corporate policies and procedures to ensure that all matters relating to health and safety are adhered to, promoted and reviewed as necessary. Maintaining the culture and values of the business, providing ethical working practices that support corporate policies and procedures relating to bribery and corruption. The Heritage Foundations is committed to providing a working environment in which everyone feels respected and valued and able to contribute to its success in an environment free from discrimination, harassment and bullying. The above job description is not necessarily a finite one and does not prevent the employee receiving work outside the job description form time to time.

Signed by Line Manager ………………………………………………………..

Signed by Employee……………………………………………………………………

Date of Review ……………………………………………..