

Research and Evaluation Manager

We are a place based funder that invests the money we make from our property portfolio to support our charitable commitments in the world's first Garden City. With an annual spend of £4.3 million across our charitable services and within the community, it is essential that we understand the diverse needs of our community and work in partnership with local organisations to align the available resources to meet these needs.

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 will be 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, day to day operations and the work of its partners within the community.

This role will combine the skills needed to undertake desk based research techniques with more qualitative information gathering techniques through face to face meetings with organisations and individuals across 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. This role presents a rare and exciting opportunity for the right person to make a real difference within the organisation and the local community and is an ideal opportunity for a person who has an interest in social policy, experience of gathering and analysing data from a wide range of sources and is passionate about making a difference to people's lives.

Skills and 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
- An advocate for the importance of using an evidence based approach to solving problems
- 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 able to build strong relationships
- Ability to work independently and flexibly, using own initiative and managing time
- Have an enquiring mind and naturally curious
- Strong team player
- Full driving license

Hours 35 per week

Role Permanent

Salary Circa 28k plus pension and benefits

How to apply

Send us a CV and covering letter giving details of your skills and linking them to the job description. Send them to alastair.stewart@letchworth.com. Interviews to be held the week commencing the 19th November.

Closing date

Sun, 07/11/2018 - 11:59pm