

# SENIOR EVALUATION OFFICER

12 month fixed term contract (maternity cover)

## **Job pack**

**Closing date: 17 December 2024 at 23:59**



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# JOB DESCRIPTION

## Senior Evaluation Officer (Maternity cover, 12 months)

<b>Purpose:</b>	To lead the day-to-day delivery of evaluations
<b>Responsible to:</b>	Head of Evaluation
<b>Responsible for:</b>	1 x Evidence and Evaluation Officer
<b>Number of hours:</b>	Full-time, 35 hours/week (net)
<b>Length of contract:</b>	12 months (maternity cover)
<b>Salary:</b>	£52,000 plus generous benefits

### The role

You'll be a senior member of the Evaluation team, reporting to the Head of Evaluation and responsible for the performance and development of 1 x Evaluation and Evidence Officer.

Your primary aim will be to contribute to the achievement of Foundations' impact goals through the commissioning, management, and quality assurance of evaluations (impact evaluations, implementation and process evaluations, value-for-money evaluations and formative evaluations).

For this role, we are looking for someone with experience of evaluating interventions for victims/survivors and perpetrators of domestic abuse. Your portfolio may also include projects in other priority areas (Supporting Parenting, Strengthening Family Networks, Relationships for Care-Experienced Children), depending on the team's needs. Working in multidisciplinary teams, your role will be to ensure that evaluations are delivered on time, on budget and to high standards. Other key responsibilities are listed below.

In return, you'll get to work on some of the first impact evaluations of interventions for victims/survivors and perpetrators of domestic abuse in the UK. Our [REACH Plan](#) has the potential to make England the first country in the world to have identified a set of proven approaches to support children affected by domestic abuse and gives us the opportunity to create real change for child victims.

This is a challenging but hugely rewarding position. In addition, we offer an excellent salary, respect for work-life balance, learning and development, and a great office location situated minutes away from St James's Park Station.



## Key tasks

You will be responsible for:

- Contributing to the achievement of Foundations' impact goals (~0.7 FTE). This will require:
  - Managing a portfolio of impact evaluations throughout the entire project cycle: scoping, commissioning, design and set up, fieldwork, reporting, archiving
  - Using data and other insights to monitor progress against milestones/KPIs, providing monthly reports to project sponsors, identifying potential issues requiring attention, and escalating where appropriate
  - Helping project teams understand problems, identify solutions and rank solutions according to their implications on quality, timelines, budget and partner engagement
  - Managing key stakeholders (Evaluation Partners, Delivery Partners, potential co-funders, etc.)
- Identifying key obstacles to evaluation in the sector, developing strategies to overcome these obstacles, improve existing processes and tools, and acting as a thought leader (~0.1 FTE)
- Setting objectives at the start of each quarter (for yourself and the people you line manage), planning work and capacity, reviewing processes and results, reflecting on ways of working, attending team and 1:1 meetings (~0.1 FTE)
- Making Foundations a great place to work by supporting colleagues in the team and in other teams where/when you can, sharing knowledge and insights, developing learning and development plans (for yourself and the people you line manage), and keeping abreast of new developments in your field (~0.1 FTE).

## Person specification

Requirement	Essential	Desirable
<b>Qualifications and training</b>		
1. Master's degree in social science, social policy, public health, health services economics, or other related field, with a strong quantitative component, or relevant experience equivalent to a Master's qualification	X	
<b>Experience</b>		



2. Delivering or managing mixed-methods evaluations, including impact evaluations (RCTs/QEDs), implementation and process evaluations and/or value-for-money evaluations	X	
3. Reviewing and quality assuring research protocols and reports	X	
4. Working in multidisciplinary teams, including practitioners, policy makers and qualitative researchers.	X	
5. Managing a portfolio of projects with competing deadlines and changing scopes, budgets, and timelines	X	
<b>Knowledge, Skills and abilities</b>		
6. Reviewing and appraising theories of change		X
7. Scoping impact evaluation designs		X
8. Identifying and minimising sources of bias in quantitative and/or qualitative evaluations		X
9. Guiding the development of sampling plans and recruitment/retention strategies, performing sample size calculations		X
10. Guiding the development of primary data collection plans, assessing the properties of different outcome measures		X
11. Guiding the development of secondary data collection plans, scoping datasets (SSDA903, longitudinal surveys, data collected by local authorities), developing transparent and reproducible workflows		X
12. Guiding the reporting of finding, and the interpretation of these findings		X
13. Guiding cost evaluation plans and quality assure cost evaluation findings		X
<b>Personal qualities</b>		



14. Self-starter with initiative, confidence and drive, willing to be flexible, co-operative and take a 'can do' approach in a dynamic and fast-paced organisation	X	
15. A commitment to early intervention and children's social care	X	
16. An active commitment to ensuring that equality, diversity, inclusion and equity is part of all work	X	

## Additional information

### Data protection

If staff have contact with computerised data systems, staff are required to process and/or use information held on a computer in a fair and lawful way. Staff are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

### Safeguarding and Equality, Diversity, Inclusion and Equity (EDIE)

Foundations is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment. Foundations is committed to building a diverse, equitable and truly inclusive organisation. All posts (and postholders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.



# FOUNDATIONS' CULTURE CODE

**Foundations is an impact driven organisation, where everything we do is to improve outcomes for vulnerable children and families.**

Our mission is to generate and champion actionable evidence that improves services that support family relationships, because we believe every child should have the foundational relationships they need to thrive in life.

The culture at Foundations is what makes this possible: our shared values, the social purpose and high impact of our work, the opportunity to work with excellent colleagues, the ability to develop skills and experience, and our competitive salaries. We want Foundations to be the place you can do the best work of your life.

## Accountability, autonomy and support

People thrive when they are working with great people, when everyone is working together and playing their part. At Foundations, staff have accountability, autonomy, and support. By harnessing the power, ideas, and energy of all of us we are empowered and accountable for delivering excellent work. We support each other to be the best we can be, through strong and effective line management, and through the wider culture at Foundations.

## High performance

Foundations has an expectation that everyone is high performing, so we can improve the lives of vulnerable children and families. We achieve this by investing in excellent line managers and having a strong feedback culture that we train everyone in. We also use Objectives and Keys Results (OKRs) to keep us on track. OKRs are set quarterly at an organisation, team and individual level and are a collaborative goal-setting tool used to set challenging, ambitious goals with measurable results. Our approach means that we dedicate organisational energy where it's needed and are flexible and responsive to changing priorities.

## Pay

As our expectations are higher than some other employers, we pay in the upper quartile for our sector. Fairness and transparency are at the heart of our pay framework, and we believe that everyone in the same role should be paid the same salary. This reduces pay inequalities that typically emerge in performance-related pay models. Our pay framework is different:

- Everyone at Foundations is highly paid for their role
- Pay is not linked to performance, as high performance is expected



- We don't negotiate on salaries, including when we are recruiting
- Our pay framework is simple, fair and equitable
- Pay progression happens regularly – through cost-of-living increases and regular benchmarking
- Everyone is paid London salaries, regardless of where they live.

## Values and behaviours

People join Foundations because they care about the work we do. Our multi-skilled team is brought together by a shared values and the behaviours we expect to see.

**We are transparent in our decisions and actions.** We are always clear about the work we're doing, the quality we expect and the messages we share with our partners. We keep our promises, and we won't shy away from difficult conversations.

**We are rigorous in everything we do, using our expertise and critical thinking to produce high-quality work so that we are a trusted voice.** We use our time and resources to do things properly and to a high standard.

**We are collaborative in our work and our relationships with partners, funders, colleagues and the families and children we serve.** From working with other funders to make substantial investments in evidence generation, to giving power to people who have lived experience of the services we're trying to improve, our partnerships make an enormous difference to the impact of our work.

**We champion Equality, Diversity, Inclusion and Equity.** We know that the children and families we serve are affected by disadvantage and discrimination that directly reduces their chances of living in a loving and stable family environment. Understanding how services and interventions work for everyone, and actively seeking out what works for specific groups of people, helps us achieve our mission and vision. And we want a staff team that reflects the diversity of our community, and this means we work hard to be inclusive and accessible, and we are striving to be an anti-racist organisation.

**We make an impact.** We start all our work by questioning whether it will have an impact and we continually reflect on whether this bears out. Even when it's difficult to do so, we will change course if it means our work will be more impactful.

We are ambitious and optimistic about the change Foundations will make to improve family relationships for vulnerable children.





# STAFF BENEFITS

Foundations has an excellent package of staff benefits, alongside high salaries, to support our high performing team.

Paid Leave	<ul style="list-style-type: none"><li>• 30 days annual leave, plus one extra day off for your birthday</li><li>• Paid bank holidays, up to 3 can be switched for religious observance</li><li>• Up to five days carers' leave, in a 12-month period, three days paid</li><li>• Paid compassionate leave</li><li>• Enhanced sick pay</li><li>• Enhanced parental leave and pay</li></ul>
Health and Wellbeing Support	<ul style="list-style-type: none"><li>• Employee Assistance Programme with 24/7 counselling, legal &amp; information line</li><li>• Unlimited access to 24/7 GP</li><li>• Second medical opinion service</li><li>• Mental health support</li><li>• Health check</li><li>• Nutrition consultations</li><li>• Online fitness programme</li><li>• Online portal and access to the Smart Health app</li><li>• Services available to partner and dependents</li><li>• Life cover at 4 x annual salary</li><li>• Bike to work scheme</li></ul>
Eye care	<ul style="list-style-type: none"><li>• Free eye test and contribution towards glasses</li></ul>
Pension	<ul style="list-style-type: none"><li>• 6% employer and 3% employee contribution. No limit on any additional employee contributions made via auto enrolment.</li></ul>
Professional Memberships	<ul style="list-style-type: none"><li>• Professional membership paid, where needed to fulfil role</li></ul>
Staff Discount Scheme	<ul style="list-style-type: none"><li>• Provided by PerkBox; includes discounts across a range of shops and services</li></ul>



# HOW TO APPLY

**Applications close on 17 December 2024 at 23:59**

Please apply through the link on Not for profit people

Interviews will be held online in the week commencing 6 January 2025

If you could like an informal conversation whilst applications are open, please contact the hiring manager, Arnaud Vaganay : [arnaud.vaganay@foundations.org.uk](mailto:arnaud.vaganay@foundations.org.uk)

We look forward to receiving your application.