

EVIDENCE AND EVALUATION OFFICER

x1 permanent role

Job pack

Closing date: 12:00 (midday), Monday 14 September 2026



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JOB DESCRIPTION

Evidence and Evaluation Officer

Purpose:	To lead the day-to-day design and delivery of evaluations
Responsible to:	Senior Evaluation Officer
Number of hours:	Full-time, 35 hours per week
Length of contract:	Permanent
Salary:	£47,509 per annum, plus generous benefits

The organisation

Foundations strives to be a great place to work, where everyone is high performing and where together we achieve impact that makes a real difference for vulnerable children and families. We focus on generating and championing high quality evidence, working directly with government and local leaders to provide practical solutions and encourage change. We're an organisation with ambitious aims and our people are essential to our success.

The role

The Evidence and Evaluation Officer will support the delivery of rigorous and policy-relevant evaluations across our priority areas (Supporting Parenting, Strengthening Family Networks, Domestic Abuse, Relationships for Care-Experienced Young People). You'll work with local authorities, third-sector partners and external evaluators to deliver high-quality evaluations employing a range of methods, including randomised controlled trials (RCTs), quasi-experimental designs (QEDs) and implementation and process evaluations (IPEs), to strengthen the evidence base on what supports children and families.

We are looking for someone with expertise in quantitative research and evaluation, for example, RCTs and QEDs, with some qualitative and IPE skills and exposure. The role requires a strong mix of research and broader professional skills, including communication skills, initiative, and the ability to engage with a wide range of audiences.

Key tasks

Evaluation design

- Support the design of evaluations, through desk research, data analysis and stakeholder consultation



- Conduct evidence reviews and critical appraisals to inform project design and decision-making
- Support writing evaluation specifications and manage calls for evaluators.

Evaluation management

- Lead the day-to-day project management of individual evaluations, from design through commissioning, delivery, quality assurance, publication and dissemination
- Keep the project on track against the scope, timeline, budget, quality standards and agreed milestones
- Identify dependencies and communicate changes to the relevant teams, including Programmes, Finance, Communications and Policy
- Identify, manage and escalate project-specific risks and issues, such as recruitment challenges, data access delays or methodological concerns
- Support evaluation partners and ensure the evaluation design, protocol and report meet the required methodological standards
- Lead quality assurance and peer review processes for evaluation protocols and reports, ensuring outputs meet quality standards
- Collaborate with policy and practice colleagues to translate technical evidence into accessible reports, briefings, case studies, blogs, and presentations that support evidence-informed policy and practice
- Encourage the centring of lived experience in evaluation.

Evaluation knowledge and personal development

- Apply and develop technical skills (quantitative or qualitative) to assure quality and consistency across commissioned work
- Stay up to date with developments in policy, social issues, and research methods, actively seeking opportunities for professional growth.
- Demonstrate curiosity, flexibility, and a commitment to continuous improvement — both personally and across the organisation
- Reflect critically on your processes and projects, identifying what worked well and what could be improved, and share these lessons to strengthen team learning.

Collaboration and team contribution

- Build and maintain strong relationships with colleagues and external partners, fostering a culture of collaboration and learning
- Value diversity and show respect and sensitivity toward others, promoting equality, diversity, inclusion and equity in all aspects of work
- Contribute to a supportive, high-performing team environment where everyone can thrive and bring their strengths to shared goals.



Person specification

Requirement	Essential	Desirable
Qualifications and training		
1. Undergraduate degree in relevant discipline (e.g. social science, social policy, public health, economics, quantitative research methods).	X	
2. Postgraduate level qualification in relevant discipline, or equivalent experience gained through professional practice.	X	
Experience		
3. 2 – 3 years experience in research/evaluation.	X	
4. Carrying out applied quantitative research, including evidence reviews and data analysis.	X	
5. Carrying out applied qualitative research, including evidence reviews and data analysis.		X
6. Experience of the evaluation design process, including developing theories of change and contributing to evaluation plans.	X	
7. Working on multiple projects and managing competing demands and timescales.	X	
8. Collaboration and coordination of project stakeholders, communicating persuasively to ensure smooth implementation of research projects.	X	



Requirement	Essential	Desirable
9. Working in a research organisation and conducting research in sensitive/complex settings such as children's social care and early help.		X
10. Working with children, young people and families who may be vulnerable.		X
Knowledge, skills and abilities		
11. Familiarity with impact evaluation designs, particularly randomised and quasi-experimental evaluations.	X	
12. Ability to appraise the suitability and implementation of different evaluation methodologies in context.	X	
13. Understanding of the process taken to analyse quantitative data for evaluations. Ability to quality assure analysis in reports.	X	
14. Understanding of the process taken to analyse qualitative data for evaluations. Ability to quality assure analysis in reports.		X
15. Ability to collate, analyse, and critically appraise complex information.	X	
16. Confident and clear written and verbal communications, including written and presentation skills.	X	
Personal qualities		
17. Ability to work flexibly and to use your own initiative, while recognising when a problem should be referred to others.	X	



Requirement	Essential	Desirable
18. Strong team working ethos, willing to support others and work collaboratively.	X	
19. Passionate commitment to improving outcomes for children.	X	
20. Commitment to equality, diversity, inclusion and equity in all aspects of work — from shaping projects and commissioning partners to fostering an inclusive and respectful workplace culture.	X	
21. An active commitment to anti-racism and ensuring that equality, diversity and inclusion is part of all work.	X	

Additional information

Health and safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and ensure that agreed safety procedures are carried out to maintain a safe environment for staff, volunteers, and visitors. All staff have a responsibility to manage risk within their sphere of responsibility. All Foundations staff are accountable, through the terms and conditions of their employment and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Data protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You 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 post holders) 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. Find out more about EDIE and anti-racism and our work on our website: <https://foundations.org.uk/about-us/edie/>.

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	• 30 days annual leave, plus one extra day off for your birthday • Paid bank holidays, up to 3 can be switched for religious observance • Up to five days carers' leave, in a 12-month period, three days paid • Paid compassionate leave • Enhanced sick pay • Enhanced parental leave and pay.
Health and wellbeing support	• Employee Assistance Programme with 24/7 counselling, legal & information line • Unlimited access to 24/7 GP • Second medical opinion service • Mental health support • Health check • Nutrition consultations • Online fitness programme • Online portal and access to the Smart Health app • Services available to partner and dependents • Life cover at four times annual salary • Bike to work scheme.
Eye care	• Free eye test and contribution towards glasses.
Pension	• 6% employer and 3% employee contribution. No limit on any additional employee contributions made via auto enrolment.
Professional memberships	• Professional membership paid, where needed to fulfil role.
Staff discount scheme	• Provided by PerkBox; includes discounts across a range of shops and services.



HOW TO APPLY

We look forward to receiving your application. **Applications close at 12:00 (midday), Monday 14 September 2026.**

Please apply through the following link:

<https://applications.management/applynow/c6caf8f8cc41a4a5?t=a842a042-4f6a-4c7a-b571-3f3b1b560c45&s=Foundations>

Interviews will be held online, in the week commencing **28 September 2026.**

If you would like an informal conversation whilst applications are open, please contact hiring manager: Helen.burridge@foundations.org.uk and eliza.sheik-garwood@foundations.org.uk

We are currently unable to offer sponsorship. Please ensure you have the right to work in the UK before applying.

Our recruitment process

- When the closing date has passed applications are shortlisted, which can take up to one week
- In the meantime, we ask you to complete our diversity monitoring form which helps us ensure we are reaching out to a diverse pool of candidates as part of our EDIE strategy
- Once shortlisting is complete, you will either be invited for an interview or informed if you have been unsuccessful
- If successfully shortlisted, you will be invited to complete a task which could be a written task or a presentation on a topic. This information will be provided in advance for you to prepare
- The next stage will be an interview which will consist of competency-based questions with a panel and usually lasts 45 minutes.

When interviews have concluded, the panel will discuss and score candidates on their task and interview to make a decision. It can take up to one week. All candidates who have been interviewed will then be informed of the decision and feedback can be provided upon request

Our approach to AI in our recruitment process

We recognise that AI is becoming part of daily life and you may want to use it to help you format your CV, create responses to application questions or even help you prepare responses. AI can be a powerful enabler and we are open to you using it to apply for roles with us, but we ask you to ensure anything you submit truly represents your capabilities and viewpoint. We value honesty, integrity and creativity and want to understand what you will uniquely bring to our team.