

EVIDENCE & EVALUATION OFFICER

x1 12-month fixed-term contract (secondments welcome)

Job pack

Closing date: 25 August 2025, 23:59



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JOB DESCRIPTION

Evidence and Evaluation Officer

Purpose:	To support the Evidence Team to generate and synthesise evidence on what works to support vulnerable children and young people.
Responsible to:	Senior Evaluation Officer
Number of hours:	Full-time = 35 hours/week
Length of contract:	12 month fixed-term contract. We welcome secondments.
Salary:	£46,125 including 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

Our Evidence and Evaluation Officers are key to generating and synthesising evidence on what works and developing resources to support its translation to policy makers, commissioners and practitioners. 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

Implementation and process evaluation

The primary focus of the role is contributing to our Strengthening Families, Supporting Children programme – a flagship initiative involving three large-scale comprehensive evaluations of distinct social work practice models. This is a rare opportunity to contribute to high-impact evaluations that will directly inform national policy. The post-holder will join the project team and will work closely with other Evidence and Evaluation Officers. They will be supervised by a Senior Evaluation Officer.

Key tasks include:



- Leading qualitative analysis of interviews and focus groups in NVivo
- Leading quantitative analysis of survey and administrative data
- Supporting triangulation of IPE and impact data
- Producing a high-quality final research report
- Engaging with external stakeholders
- Supporting wider dissemination activities

Commissioning and supporting the commissioning of research and evaluation

The Evidence and Evaluation Officer will also support commissioned evaluations. Key tasks include:

- Working with the Programmes Team to commission evaluations and other research projects
- Supporting the development and design of projects including setting research questions and working with other colleagues to understand the relevance to practice and policy
- Reviewing applications and selecting partners
- Supporting commissioned projects during their life course
- Quality assuring all outputs, including protocols and final reports.

Other responsibilities

The post holder will be expected to be flexible in their approach to work and take responsibility for their own professional development, keeping up to date with developments in policy and social issues, as well as with qualitative and quantitative research methods.

Person specification

Requirement	Essential	Desirable
Qualifications and training		
1. Master's degree in social science, social policy, public health, health services, or other related field, or relevant experience equivalent to a Master's qualification	X	
Experience		



2. Experience conducting implementation and process evaluations and delivering outputs to time and to high quality.	X	
3. Experience of conducting research in sensitive and complex settings, including children's social care.	X	
4. Experience collecting data from children, young people and families who may be vulnerable.	X	
5. Experience working in a research organisation.		X
Knowledge, skills, and abilities		
6. Skill and experience analysing quantitative data, including survey and administrative data.	X	
7. Skill and experience coding qualitative data using NVivo and familiarity with different qualitative analytical methods.	X	
8. Competency writing clear, concise and comprehensive research reports.	X	
9. Skill and experience in designing and commissioning evaluations.		X
Personal qualities		
10. Strong team working ethos, willing to support others and work collaboratively.	X	
11. Self-motivated, flexible and able to work on own initiative.	X	
12. An active commitment to anti-racism and ensuring that equality, diversity and inclusion 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">• 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	<ul style="list-style-type: none">• 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 4 x annual salary• Bike to work scheme
Eye care	<ul style="list-style-type: none">• Free eye test and contribution towards glasses
Pension	<ul style="list-style-type: none">• 6% employer and 3% employee contribution. No limit on any additional employee contributions made via auto enrolment.
Professional Memberships	<ul style="list-style-type: none">• Professional membership paid, where needed to fulfil role
Staff Discount Scheme	<ul style="list-style-type: none">• Provided by PerkBox; includes discounts across a range of shops and services



HOW TO APPLY

We look forward to receiving your application.

Please apply through the following link on the NFP website:

<https://applications.management/applynow/cfb589e482448e79?t=4f185838-bd57-4foe-84f3-b729c83aca69&S=Foundations>

Applications close on Monday 25 August 2025, 23:59.

Interviews will be held online on Microsoft Teams in the week commencing 8 September 2025.

If you could like an informal conversation whilst applications are open, please contact hiring manager Helen Burrridge: helen.burrridge@foundations.org.uk

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

Recruitment process

- When the closing date has passed, candidates will be 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.