

## Job Description: Evaluation & Learning Manager

**Duration:** 12 month fixed-term contract

**Salary:** £42,904

**Location:** Hybrid working. Hybrid – working at home with an expectation to travel to our office in Victoria, London at least twice a month, and regular additional travel across the UK.

**Reporting to:** Assistant Director of Research & Impact

**Direct reports:** Research & Data Officer

**Department:** Impact

### Purpose of the job

The Evaluation & Learning Manager will work closely with the Assistant Director of Research & Impact and internal/external colleagues. You will help the organisation make good decisions and influence others – informed by the best available evidence, analysis of the charity's impact, learning from organisations, youth practitioners and young people.

You will be responsible for the day-to-day management and delivery of a portfolio of evaluation and learning projects. This will involve conducting research in-house, as well as managing external research partners. You can also expect to have line management responsibility for a direct report and should work closely with other members of the Impact Function to improve our ways of working and meet the organisation's system change ambitions.

The Impact Function will not evaluate programmes in isolation but rather help to build a cumulative knowledge base that proves and improves the impact of UK Youth's activities and youth work more generally. Learning and knowledge management is a major component of this role and you will ensure that insights are easily understood and applied to have real world impact.

### Why work at UK Youth?

UK Youth wants all young people to be equipped to thrive and empowered to contribute at every stage of their lives. Youth work can be life changing (and even life saving). We have developed a strategy to unlock youth work so that every young person in the UK can benefit. We work with others to ensure that the youth sector is strengthened and that provision is youth-led, evidence-informed, and delivers high-quality outcomes.

UK Youth plays a unique role in addressing the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference, and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people. Come and be part of this change in a driven department that brings together evaluation, research, policy influencing and design.

### Responsibilities

#### Managing people & projects

- Line Manager a Research and Data Officer (and other staff and volunteers, as required) – ensuring that they are working to clear objectives, their work is well organised, they have

opportunities to develop, performance is pro-actively managed, and wellbeing is supported

- Work with the Assistant Director of Research & Impact to ensure that the team's work is inclusive and its activities promote EDI in the youth sector
- Collaborate with other Managers and Heads within the Impact Function to drive continuous improvement of policies and ways of working
- Manage the budgets for your projects and support the Assistant Director of Research & Impact to set, monitor, and re-forecast the team's budget
- Facilitate the meaningful involvement of young people in the scoping, design, delivery, analysis, and reporting of our research and evaluation projects

## Evaluation & learning

- Lead the design, fieldwork, analysis, reporting, and dissemination of in-house evaluation projects that help to prove and improve the impact of UK Youth's programmes and youth work more generally
- Lead the procurement and contract management of external research, evaluation and learning partners
- Support the implementation of an organisational Impact Framework that proportionately captures the impact of our activities on young people, youth organisations, and the wider systems affecting youth work
- Support the production of internal quarterly impact reports and UK Youth's public Annual Report – analysing progress towards the charity's strategic ambitions and proactively identifying issues that are affecting performance
- Support youth organisations in our network to develop their own impact measurement practice – supporting their day-to-day operations and helping build a cumulative evidence base for youth work more generally
- Contribute to UK Youth's digital transformation programme – acting as subject matter expert on the use of data and informing the on-going development of our CRM platform, reporting dashboards, and other tools to support data-informed decision making.

## Knowledge management, network development & upskilling others

- Contribute to the continuous development of UK Youth's Insights Library - ensuring that the best available evidence (produced by UK Youth and others) is used to inform the design of new provision, policy positions, and strategic development of the charity
- Work closely with colleagues (particularly in the Policy, Network Delivery and External Relations teams) to creatively communicate relevant evidence to youth organisations, partners, and policy audiences.
- Present insights to a range of non-technical audiences including: young people; internal staff; trustees; funders; delivery partners; cross-sector organisations; policy audiences; etc
- Represent UK Youth at meetings and events – helping to improve cross-sector understanding of youth work and its impact
- Support junior members of the Impact Function to develop their technical expertise
- Design and deliver training on research methods to help teams across the charity become more confident producers and consumers of evidence

## Research & horizon scanning

- Conduct primary and secondary research to fill evidence gaps on strategically important topics (e.g. mental health; employability; outdoor learning and physical literacy)
- Undertake regular horizon scanning to ensure that we remain abreast of the latest evidence on allocated topics
- Maintain knowledge of good practice and latest innovations relating to relevant research and evaluation methods (e.g. participatory research methods; system change evaluations; grants evaluation; etc)

## Manager behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the following expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work.
- Demonstrate an understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience.
- Actively promote and embed an understanding of equity, diversity and inclusion.
- Role model and reinforce collaborative working, build productive relationships to find solutions and influence decisions.
- Take both personal responsibility for leading on work areas leads on creating a culture of accountability and engender this approach in others.
- Be able to set clear expectations, articulate what good performance looks like and set strategic direction to ensure high-quality work from colleagues you work with.
- Empower and energise teams to achieve goals and communicate a compelling vision and direction in their area of responsibility.
- Enable a culture of learning from mistakes and continuous learning.
- Create an environment and culture where wellbeing can be openly discussed.
- Role model and foster innovation and creativity.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.