

JOB DESCRIPTION			
Job title	Evaluation and Impact Project Manager	Department	Directorate
Job holder	Vacancy	Reports to	TBA
Job type	Fixed term appointment to April 2023	Date created/amended	June 2021
Job aim	Work with the senior leadership team to implement our Success Framework and develop our monitoring, evaluation and learning framework. This will enable us to: <ul style="list-style-type: none"><li>• Deliver a concise but evidence based analytic narrative of the extent to, and manner in which, the Foundation has succeeded in achieving the objectives set out in its current strategic plan and</li><li>• ensure that this is embedded in future projects, initiatives and programmes in order to assess delivery against our long and short term strategic priorities.</li></ul>		
Resources	This is a standalone role working with teams across the whole organisation and collating data captured in various areas.		
Responsibilities include:			
1. Strategic Priorities			
	<ul style="list-style-type: none"><li>• Monitor delivery against our strategic plan: work with the CEO, and senior leadership to identify and evaluate impact and outcomes from the 2017-2022 Strategic plan.</li><li>• Work with leadership team to:<ul style="list-style-type: none"><li>○ ensure that annual priorities and objectives are consistent with our strategic priorities and are co-ordinated.</li><li>○ Start to shape and build future strategic plan with success measures and outcomes incorporated.</li></ul></li></ul>		
2. Monitoring and Evaluation			
	<ul style="list-style-type: none"><li>• Based on the Foundation’s recently defined ‘Success Framework’ design, build and operationalise a practical and proportionate monitoring and evaluation process.</li><li>• Identify appropriate quantitative indicators and qualitative methods for measuring and assessing our success and impact.</li><li>• Work across the organisation to refine, develop and embed Salesforce-based data collection and management tools, sharing experiences and learnings as appropriate</li><li>• Manage the collection and co-ordination of data.</li></ul>		

	<ul style="list-style-type: none"> <li>• Work with Directors and their teams to develop and implement appropriate analysis and reporting mechanisms.</li> <li>• Work with Directors and their teams to coordinate, develop and implement internal or external evaluations for different parts of the Nuffield family and its associated projects. (This may involve commissioning external agents on occasion, or co-ordinating work of internal teams).</li> </ul>
<b>3. Learning</b>	
	<ul style="list-style-type: none"> <li>• Draw inferences and learning from evaluation, turn into lessons for organisational improvement and development and work with the leadership team to develop actions as appropriate.</li> <li>• Share examples of good/best practice across the organisation to ensure teams can benefit from colleagues' experiences.</li> </ul>
<b>4. Horizon Scanning</b>	
	<ul style="list-style-type: none"> <li>• Work across the organisation to ensure that horizon scanning is developed, implemented and embedded into our work to ensure that our priorities continue to be current, and coherent across the Foundation's different activities, and inform future strategic policy development.</li> </ul>
<b>5. Cross-cutting/Collaboration</b>	
	<ul style="list-style-type: none"> <li>• Act as a cross-cutting champion and facilitator, ensuring that projects and initiatives are joined up where possible and impacts considered across the Nuffield 'family-wide' networks.</li> </ul>
<b>6. Accountability/Learning</b>	
	<ul style="list-style-type: none"> <li>• Provide a summary account for internal and external stakeholders of the Foundation's performance against its objectives as a guide to inform future strategies.</li> <li>• Work with the communications teams to ensure that key messages on our impact against priorities are recognised externally as well as internally</li> </ul>
<b>7. Organisation relationships/Resources</b>	
	<ul style="list-style-type: none"> <li>• Working closely with, and reporting to the Impact Steering Group</li> <li>• Reporting to and engaging with the whole leadership team on a regular basis.</li> <li>• Working in a matrix structure with teams across the organisation to socialise impact objectives, embed processes, define metrics and extract data, bringing together virtual or project teams if required.</li> </ul>

<b>Person specification</b>	Essential (E), Highly Desirable (HD) or Desirable (D)
<b>Experience</b>	
Strong project management skills and experience, managing multi-stakeholders projects	E
Proven experience of applying a range of evaluation and research designs and methods (qualitative and quantitative)	E
Experience of developing, implementing and evaluation organisational strategy	E
Experience of assessing impact, and using success frameworks and a variety of assessment measures in complex environments in order to develop organisational learning	E
<b>Knowledge and Skills</b>	
Clear and focussed critical thinking	E
Highly numerate with strong analytical skills	E
Highly methodical and ability to delve into detail	E
Ability to work in a matrix structure and lead virtual project teams	E
Strong communication skills; demonstrate and ability to write for a public audience	E
Some understanding of quantitative and qualitative research methods	D
Competent in using a range of IT systems including SharePoint	HD
Knowledge of Theory of Change designs	HD
<b>Personal Qualities</b>	
Flexible and collaborative in working with a wide range of colleagues	E
Ability to quickly build positive working relationships with a wide range of stakeholders	E
Well developed listening skills	E
Ability to influence others	E
Autonomous and proactive style	HD