

YOUNG ENTERPRISE JOB DESCRIPTION

Impact and Evaluation Manager

Job Title	Impact and Evaluation Manager
Department	Impact and Insights
Salary	£28,000 to £30,000 per annum
Pay Grade	4
Hours	Full Time, 37.5 hours / 5 days per week (1.0 FTE)
Reporting to	Senior Impact and Insights Manager
Contract Type	Permanent
Direct Reports	None
Location	<i>Hybrid (Working from our Central London or Oxford Office a minimum of 8 days a month)</i>
Who We Are	<p>We're Young Enterprise – a national charity with a bold mission: to give every young person the skills, confidence, and mindset to thrive in the changing world of work.</p> <p>For over 60 years, we've empowered more than 7 million young people through hands-on enterprise and financial education programmes. Whether it's launching a student business or learning how to manage money, we help young people develop key life skills—teamwork, leadership, problem-solving, and resilience.</p> <p>We're a passionate, down-to-earth team of 90+ staff and 2,000+ volunteers who believe that every young person, regardless of background, deserves a fair start in life.</p>
Job Summary	<p>We are looking for a proactive impact and evaluation professional who is enthusiastic about improving the life chances and prospects for young people, with a particular emphasis on supporting those who face barriers to fulfilling their potential. You will be joining Young Enterprise (YE) at an exciting time as we launch our <i>Transforming Futures</i> strategy (2024-30). Your role will be central to providing the insights and evidence we will rely on to unlock opportunities and offer the best possible support for young people as we enter our seventh decade.</p>
Roles and responsibilities	<p>Your role will involve:</p> <ul style="list-style-type: none"> • Leading research and insight assignments: Managing internal and external research to develop YE's evidence base, working with colleagues to identify topics and trends, especially important as we enter a period of planning and strategy development. You will be familiar with setting up and managing quick-turnaround polls and/or standalone primary and secondary research tasks, and being able to select appropriate research approaches and tools (e.g. Smart Survey). • Coordinating and aligning data: We deliver over 15 programmes and services across YE which vary by topics and intended audiences, each generating their own registration data, evidence from surveys and other targeted evaluation research. You will support colleagues around data collection, reporting and helping to build in consistency and quality assurance to best meet the needs of YE at an organisational level (making the most of our evidence). You will monitor and ensure completeness and quality of incoming data and resolve and escalate issues as required. You will conduct routine data cleaning, validation and quality checks. • Creative thinking and Innovation: You will seek out creative solutions to data collection as the operating environment evolves and take a creative approach to data interpretation, including visual storytelling ensuring young people's voices are represented with integrity. • Staying aware of external research: Proactively liaising with peers in related fields, networking, attending events and tracking new research that is relevant for YE, having a grasp for the nuances of working in education and children and young people's research.

	<ul style="list-style-type: none"> • Synthesising and communicating insights: Analysing and distilling findings from data and research generated through multiple sources, considering the implications for YE and articulating insights for colleagues, including responsibility for YE's intranet Evidence Hub, staying aware of others' information needs and responding accordingly. You will be familiar with drafting high-quality written content and presenting in person / online, including regularly producing clear written briefing notes focused on areas of interest. • External reporting and dissemination: Working closely with colleagues to ensure monitoring and evaluation required by external funders is on track and reported appropriately, plus working closely with the Head of Impact and Insights to develop content and opportunities for YE to promote our impact externally. • Cross-organisational collaboration: Taking part in cross-organisational initiatives and supporting internal processes, e.g. joining the user group for our new Project Management System. Your role will involve acting as day-to-day research and insights contact for YE. <p>This is a fast moving role which will require you to have a flexible approach and ability to work independently with support from other members of the Impact and Insights team, as well as close-working with colleagues from other functions.</p> <p>The role will require occasional travel to schools and other event venues across England and Wales, with work-related expenses and travel costs paid by YE.</p>
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The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the charity and its overall objectives.

Skills, Knowledge & Experience	
Essential Skills	<ul style="list-style-type: none"> • Confident user of IT and standard MS Office packages, e.g. Word, Outlook and Excel • Excellent written and verbal communication skills • Strong organisational skills with the ability to manage a varied workload within agreed deadlines • Strong interpersonal skills with the ability to work collaboratively • High levels of self-motivation, initiative and ability to work autonomously and flexibly • Understanding and track record of using different qualitative and quantitative social research approaches and methods (e.g. questionnaires, interviews and focus groups) • Awareness of the guidelines and legislation around confidentiality and working with sensitive information, and the necessity to follow YE policies and procedures. • An awareness of safeguarding and a willingness to undertake training and ensure YE's safeguarding policy is adhered to at all times.
Desirable	<ul style="list-style-type: none"> • Experience using software to facilitate monitoring, evaluation and learning, e.g. online surveys, pivot tables, automated reports, etc • Ability to interpret and communicate complex information in a clear and engaging way to stakeholders from different backgrounds • Knowledge of theory of change, logical frameworks, performance measurement frameworks and other M&E approaches • Knowledge of education policy and related issues affecting children and young people • Knowledge of deprivation metrics (e.g. Index of Multiple Deprivation and Free School meals) used in education-related research • Degree or equivalent in relevant discipline (e.g. social sciences, education) • Experience of commissioning and managing externally commissioned suppliers • Experience of research with children and young people, within the education sector and/or the charitable sector • Experience of research that is participatory and/or longitudinal involving children and young people

Young Enterprise Core Values

Young Enterprise has 4 Core Organisational Values

Unlocking Potential

Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

One Team

Working together effectively to achieve our goals.

Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities.

Creating Great Impact

Aiming for the biggest impact on young people and their educators.

All YE Staff are expected to model these values at all times.

Keeping Young People Safe

Safeguarding is the action that is taken to promote the welfare of children and vulnerable adults and protect them from harm.

At Young Enterprise, we take our commitment to safeguarding children and vulnerable adults seriously. We design our roles, programmes and services with safeguarding in mind; conduct thorough checks on new employees in line with UK safeguarding legislation; and ensure that our people have the safeguarding knowledge and skills they need to do their role, and are supported to regularly refresh their training.

All successful applicants in eligible roles that involve contact with young people will need to undertake an enhanced DBS (Disclosure and Barring Service) Check prior to starting in the role, and at subsequent 3-year intervals. In addition, no Young Enterprise employee will at any point be unaccompanied while in the presence of children under the age of 18.

In line with the Rehabilitation of Offenders Act 1974, in the vast majority of cases DBS checks which contain information on previous convictions will not disqualify an individual from working with us. If you have any questions please contact the Young Enterprise HR Team at hr@y-e.org.uk.