

YOUNG ENTERPRISE JOB DESCRIPTION

Job title	Evaluation Officer
Reporting to	Data Analysis and Insights Manager
Pay Grade	Grade 3
Location	London Head Office
Main job purpose	To assist in supporting YE to measure impact and data analysis of our Programmes and Projects as directed by the Data Analysis and Insights Manager. To undertake evaluation activities that provide YE with evidence required to measure the impact of our programmes.

MAIN RESPONSIBILITIES

MAIN RESPONSIBILITIES:

- Provide practical support to the Data Analysis and Insights Manager in the execution of the national monitoring and evaluation strategy
- Conducting data entry, ensuring information is accurately and timely entered
- Using a variety of qualitative and quantitative research methods
- Assist in the reporting of the national Programme and Delivery activities
- Liaise with stakeholders including YE Staff to support the implementation of robust evaluation systems
- Analyse and review core monitoring and evaluation data, highlighting any key trends
- Create accessible evaluation reports for different audiences in line with business needs
- Championing good data quality practise
- Be proactive in working with the rest of the organisation to foster a learning culture amongst staff, in order to generate insights into beneficiary needs which can be used to shape delivery and influence policy
- Carry out other duties as may reasonably be required.

The above tasks are 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.

YOUNG ENTERPRISE CORE VALUES

Young Enterprise has 4 Core Organisational Values as follows:

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.

PERSON SPECIFICATION

The Evaluation Officer will undertake the evaluation and data analysis of core programmes that provide Young Enterprise with the evidence and information required in achieving its strategic vision.

The Evaluation Officer will have strong analytical and organisation skills and be committed to make a difference.

SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE

Essential Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills. • A high level of self-motivation • Strong Interpersonal skills with the ability to work both collaboratively and independently • Strong presentation and organisational skills. • A sense of initiative and ability to work effectively and flexibly • Be highly numerate and computer literate, with excellent Microsoft Excel skills
Desirable Skills	<ul style="list-style-type: none"> • Confident and creative use of standard office IT packages • Ability to communicate complex information in a clear and engaging way to stakeholders from different backgrounds
Essential Experience	<ul style="list-style-type: none"> • Knowledge and experience of social research methods (e.g. questionnaire design, interviews and focus groups) and statistical techniques • Previous experience of analysing research and evaluation data, from an in-house or agency background. • Ability to develop strong working relationships throughout the organisation
Desirable Experience	<ul style="list-style-type: none"> • Degree or equivalent in relevant discipline (e.g. social sciences, education) • Knowledge of national education policy and curriculum frameworks • Experience using advance software packages e.g. SPSS • Experience in delivering evaluation projects in an education related field • Knowledge of deprivation metrics (e.g. Index of Multiple Deprivation and Free School meals) used in education related research