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| **YOUNG ENTERPRISE JOB DESCRIPTION****Impact and Evaluation Manager** |
| Job title | Impact and Evaluation Manager (maternity cover – 12 months contract) |
| Department | Programmes and Services |
| Reporting to | Director of Programmes and Services |
| Pay grade | 6 (£37,000 to £42,000) |
| Reports | No direct reports |
| Location | Flexible, either London office based or home-based with travel as required |
| Main job purpose | We are looking for an experienced, creative and proactive individual to join Young Enterprise (YE) as the maternity cover for the Impact and Evaluation Manager on a temporary basis for 12 months. * You will lead the monitoring and evaluation across all of Young Enterprise's delivery – including programmes and services, fundraising, marketing, volunteering, and alumni activity.
* You will be responsible for compiling the learning across Young Enterprise, including supporting collection of data through our existing systems, analysis and provide on-going insight into impact by disseminating findings through various means including funder reports, SLG updates, internal project reports, etc.
* You will be able to focus on core tasks, as well as think broadly about improving and embedding good impact practice at Young Enterprise as an integral part of YE’s *No Time Like The Future* strategy.

This is a fast moving role which will require you to have a proactive and flexible approach as to be able to work independently on developing the evaluation function at Young Enterprise (with guidance from the Director of Programmes and Services), but will also require close working with colleagues from a range of teams and functions across the Charity to manage and / or deliver monitoring, evaluation and learning activity. There may also be potential management of staff on evaluation specific projects (as and when needed). |

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| **KEY RESPONSIBILITIES / TASKS** |
| * Deliver the key elements of the impact and evaluation strand of the No Time Like The Future strategy, including working closely with an external consultant on developing an organisational Theory of Change to then develop an outcomes and measurement framework for YE’s programmes and services
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| * Lead on the collection, analysis, and presentation of evidence to measure our impact across our services by developing and implementing effective monitoring and evaluation frameworks to demonstrate our impact. Including advising and working with colleagues to do the same.
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| * Develop the Charity’s understanding and use of data (including core data) to help inform and develop Young Enterprise’s delivery
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| * Draw on best practice to embed good monitoring, evaluation and learning practice to ensure evidence-based decision making
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| * Understand and implement key stakeholder’s needs and opportunities for monitoring, evaluation and learning and implement by designing suitable tools and processes
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| * Manage the development and delivery of quality evaluations being conducted internally and / or externally commissioned
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| * Proactively champion and promote the monitoring and evaluation function and a learning culture, e.g. presenting key trends with engaging data visualisations to internal and external audience, providing training on evaluation concepts to bolster skills, seeing opportunities for monitoring and evaluation within projects
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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 changing role within the Charity and its overall objectives.*

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| **SKILLS, KNOWLEDGE & EXPERIENCE****[E = Essential, D = Desirable]** |
| **Skills** | Advanced user of Office package (and other software) to facilitate monitoring, evaluation and learning. E.g. experienced with Excel to create pivot tables, graphs and automate reports [E] |
| Excellent communication skills and the ability to interpret complex information for a range of non-specialist audiences [E] |
| Highly developed monitoring and evaluation skills, including the ability to analyse data and provide meaningful information [E] |
| Excellent interpersonal skills to work collaboratively, while taking a leadership role as the subject matter expert to advise on monitoring and evaluation [E] |
| Highly organised and proactive individual with the ability to manage a varied workload within agreed deadlines [E] |
| Strong influencing skills to ensure that insight is at the heart of business decisions [D] |
| **Knowledge** | Knowledge about different qualitative and quantitative methods [E] |
| Knowledge of the Theory of Change approach, logical frameworks, performance measurement frameworks and other key monitoring and evaluation methodologies [D] |
| Masters level or equivalent relevant experience in evaluation or social research [D] |
| **Experience** | Proven track record of conducting quality internal evaluations (independently or with colleagues) – throughout the full evaluation cycle, i.e. planning (e.g. using Theory of Change or similar), fieldwork, analysis, reporting and dissemination [E] |
| Experience of managing externally commissioned suppliers and leading on the execution of high quality research [E] |
| Experience in designing and implementing new systems (e.g. databases and data collection tools) to monitor and / or evaluate [E] |
| Experience leading on monitoring and evaluation activity at an organisational level [D] |
| Experience of research within the education sector and /or the charitable sector [D] |

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| **YOUNG ENTERPRISE CORE VALUES** |
|  **Young Enterprise has four 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 Young Enterprise staff are encouraged to model these values at all times*** |

