



Job description

Assistant Director of Evidence

Purpose:	To support the director of evidence in leading the evidence team to generate robust evidence on what works to improve outcomes for children. To work with policy and practice colleagues to ensure that their work has impact. To oversee EIF's work on a defined work programme, alongside other project work. To support ongoing work to increase and diversify EIF's funding.
Responsible to:	Director of Evidence
Responsible for:	Senior Research Officers, Research Officers
Number of hours:	35 hours/week (net); full time
Length of contract:	Permanent
Job Level:	6

Task description

The assistant director of evidence will play a key role in the continued development and expansion of EIF's evidence reputation and output. They will develop and manage a portfolio of projects which meet EIF's income generation targets and ensure that these projects are delivered on time and to agreed standards. The role will work with the director of evidence to set the strategy for ensuring research capacity is available at the right time and in the right areas and scope, plan and lead the evidence work within a defined strategic work programme.

Alongside excellent research, leadership and management skills the postholder will need expertise in the evidence and research in at least one of our key areas of work:

- **Early years**, including areas such as parenting and home learning environment, early education, maternity and early years services.
- **Mental health and wellbeing**, including areas such as social and emotional learning, adolescent mental health, behaviour management.
- **Vulnerability**, including areas such as child abuse and neglect, domestic abuse, parental conflict, early help, social work practice.
- **Applied evaluation**, including areas such as supporting local area evaluation, system and place-based evaluation, conducting impact evaluation.

Key tasks

Portfolio leadership and delivery

The postholder will have responsibility for a portfolio of projects across our key strategic portfolios and will:

- develop, plan and deliver EIF's work
- oversee project leads to ensure projects are planned, scoped, resourced and delivered to meet organisational priorities
- ensure the projects are coherent and meet the expectations of funders, EIF's senior management team and the board of trustees
- work closely with the policy and practice team to ensure that EIF's research programme contributes to the delivery of key work programmes.

Stakeholder engagement

The postholder will build and maintain relationships with national and international stakeholders to:

- share learning and increase collaborative working opportunities with academics, research institutes, think tanks and funding councils
- represent EIF on internal and external panels and committees, presenting papers and leading
- participate in communications activities, including roundtables, conferences, events and blog writing
- represent EIF at the highest levels, with senior officials from national and local government, the charity sector and other research organisations, deputising for the director of evidence as required
- produce a wide range of high-quality written outputs for various audiences including high-quality, well-targeted research reports, policy briefings, blogs and other outputs.

Organisational leadership

As a senior manager, the postholder will work closely with the director of evidence and the senior management team in delivering our business plan and key priorities. They will:

- support the development of the annual budget, business plan and KPIs
- contribute to the operational management and performance of EIF
- support work to ensure that EIF meets the requirements of being a member of the What Works network
- contribute to the development and delivery of EIF's corporate strategy
- undertake any other duties commensurate with the role
- actively demonstrate and champion a commitment to diversity and inclusion
- develop and lead a coherent and coordinated research programme that supports EIF to grow its influence and visibility.

Income generation

The postholder will seek and identify opportunities that align with EIF expertise to meet income generation targets and will:

- pursue external funding opportunities with funders and academic partners
- develop proposals for new projects
- respond to tenders and funding bids.

Team leadership

The post holder will support the director of evidence to lead and manage the evidence team, ensuring we have a high-performing and well-motivated team supported to undertake their roles. As a senior manager within EIF, the postholder will play an active role in contributing to the positive and supportive culture of the organisation. They will:

- line manage a team of research and senior research officers
- ensure the continuous professional development of the skills and competencies of the evidence team
- improve the knowledge and understanding of EIF's evidence work across the organisation
- be a key part in delivering a strategic prior to increase the diversity of our workforce.

Additional information

Health and safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and ensure that agreed safety procedures are carried out to maintain a safe environment for staff, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility.

All EIF staff are accountable, through the terms and conditions of their employment and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Data protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Safeguarding and Equity, Diversity and Inclusion (EDI)

EIF is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment.

EIF is committed to building a diverse, equitable and truly inclusive organisation. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Person specification

Requirement	E	D
Qualifications and training		
1. Post graduate degree-level education in in a relevant subject such as developmental psychology, neuroscience, social policy or public health, or equivalent experience	X	
Experience		
2. Significant experience of working at a senior level and leading and delivering complex projects	X	
3. An excellent research background in a relevant field such as child development, education, mental health or family policy	X	
4. Strong knowledge of range of evaluation approaches, including RCTs and QEDs	X	
5. Significant leadership, line and project management experience	X	
6. A proven track record of building effective high-level relationships with academia/think tanks/etc.		X
7. Experience of mobilising knowledge to ensure research and evidence has impact through changing policy and practice		X
8. Experience of working collaboratively to shape the overall strategic direction of an organisation		X
9. Track record of achieving income generation targets		X
Knowledge, skills & abilities		
10. In-depth understanding of key public policy and services and the current local practice and delivery climate in schools, local authorities, the NHS, police and/or the voluntary sector for early intervention	X	
11. Excellent interpersonal, verbal and written communication skills	X	
Personal qualities		
12. A self-starter, with an entrepreneurial and solution-based approach	X	
13. A passionate commitment to early intervention		X
14. Demonstrable commitment to diversity and inclusion	X	