



Job Description

Impact and Evaluation Advisor

Purpose:	To support the delivery of a range of projects designed to ensure that EIF evidence is used to inform local investment and practice decisions, and to support early stage evaluation of local provision.
Responsible to:	Senior Advisor, Impact and Improving Evaluation
Number of hours:	35 hours/week (net); Full-time
Length of Contract:	Permanent
Job Level:	3

Task Description

As a member of the government's What Works Network, EIF has a pivotal role as the go-to source for evidence and advice on early intervention for children and young people. We have a responsibility to communicate 'what works' in a way that is robust and transparent and that is also relevant and accessible for national and local audiences, including policymakers, public service commissioners and managers, frontline practitioners and service providers.

The Impact and Evaluation Advisor will play a key role in ensuring that EIF evidence is used to inform local investment and practice decisions. The role will have a strong focus on understanding the needs of the end users of evidence (including local strategic leaders, commissioners or service managers), and ensuring that this understanding shapes and informs EIF's work.

The Impact and Evaluation Advisor will also advise local areas directly on early stage evaluation of services, including on Theory of Change development and on the design of mixed-method evaluations.

Key Tasks

1. Understanding the needs of evidence users

- Conduct focus groups, interviews and/or surveys to understand the needs of the end users of evidence and the barriers we face in getting evidence used

- Work with the wider team to ensure that this understanding shapes EIF project design and delivery

2. Evaluation support for local audiences

The post holder will provide direct and practical support to local audiences on evaluation and will provide:

- Advice on theory of change development
- Advice on identifying appropriate outcome measures
- Support on the development of mixed methods evaluations

3. Impact and evaluation

The post holder will work with colleagues across the organisation to:

- Promote the use of EIF's impact framework to ensure new project ideas and plans are considered from the perspective of potential impact on local decision making
- Identify opportunities to evaluate the impact of EIF's work on local decision makers, and support project managers with evaluation or impact monitoring

4. Communicating evidence

Working closely with the evidence team, the post holder will:

- Translate complex information into practice messages, advice and practical tools that meet the needs of those involved in local delivery
- Prepare EIF advice, tools and other guidance for local decision-makers, built around the evidence generated through EIF reviews

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. Degree level education or equivalent in relevant subject	X	
Experience		
2. Practical experience of mixed methods evaluations and qualitative research	X	
3. Experience of working in or directly with local government or other local public or third sector services	X	
4. Public communication including conference speaking, blog writing and participating in roundtables		X
5. Project management experience		X
Knowledge, Skills & Abilities		
6. Experience of translating complex materials into practice messages, advice and tools that meet the needs of those involved in local delivery.	X	
7. An understanding of the role of evidence and research in policy and practice decisions	X	
8. An understanding of the local delivery environment for children and family services	X	
9. Excellent verbal and written communication skills	X	
10. Strong organisational, administrative and time management skills, with the ability to work to tight deadlines and manage competing priorities	X	
Personal Qualities		
11. A passionate commitment to early intervention	X	
12. Demonstrable commitment to equality and diversity	X	

Job Requirements

A willingness to travel within the UK, using public transport as far as possible
Attendance at meetings and events in London

Key Working Relationships

The postholder will work closely with EIF's evidence team.