



EARLY
INTERVENTION
FOUNDATION



Job Description

Senior Evaluation Officer, Youth Endowment Fund

Purpose:	To design and manage complex and largescale evaluations
Responsible to:	Head of Evaluation
Responsible for:	Evaluation Officers
Number of hours:	Full-time – 35 hours/week (net)
Length of Contract:	Permanent
Job Level:	4

Task Description

The Early Intervention Foundation (EIF) is a dynamic and ambitious charity established in 2013 to champion and support the use of effective early intervention to improve the lives of children and young people at risk of experiencing negative outcomes. We are a partner, with Impetus and Social Investment Business, in the **Youth Endowment Fund (YEF)** (www.youthendowmentfund.org.uk), a bold new attempt to put early intervention at the heart of efforts to tackle youth offending.

The Youth Endowment Fund supports, funds and evaluates the most promising interventions to prevent youth offending. Over ten years the Youth Endowment Fund will invest £200m in interventions and community partnerships across England and Wales to prevent 10 to 14 year olds from being drawn into serious crime and violence. Every project will be independently evaluated. These evaluations, alongside evidence reviews, will build our knowledge of what works to prevent youth offending, for whom and under what circumstances.

The evaluation team designs and implements the processes to make a detailed assessment of the evidence of each application to the fund's multiple annual funding rounds and to assess, appoint, monitor and quality assure complex and rigorous impact evaluations from experts in the field. The Senior Evaluation Officer is a new role in the team and will play a key role supporting the Head of Evaluation to implement the next phase of evaluation work. The post holder will also lead a team of evaluation officers, ensuring they have the support to deliver a portfolio of evaluation projects.

Key Tasks

The post holder be responsible for:

Evaluation

Working with the head of evaluation, the post holder will:

- Design and implement the processes for assessing the quality of evidence underpinning applications to the fund
- Make recommendations to the Grants Committee on which applications should be approved
- Shape the evaluation approach for individual grant rounds, including leading on this for smaller grant rounds
- Provide technical expertise on evaluation to the team and lead on the development of YEF's thinking on one or more areas of evaluation (eg RCTs, QEDs, evaluations of public health approaches, evaluations of complex multi-component evaluations)
- Lead the delivery of YEF's evaluation work, designing, commissioning and managing complex and largescale evaluations
- Be responsible for YEF's evaluation policies and reporting templates, ensuring they remain consistent and fit for purpose
- Be responsible for the ongoing development of YEF's commissioning guidance

Team management

The post holder will lead the recruitment, management and development of a team of evaluation officers and will:

- Ensure they have the knowledge, skills and support to carry out their work effectively
- Provide regular feedback and coaching on written outputs
- Supervise and project manage the team's evaluation work, providing quality assurance and monitoring of progress against project plans and project budgets

Collaborative working

The post holder will contribute to the wider YEF team and will:

- Be accountable to YEF's Fund Leadership Team for the delivery of evaluations, on time and on budget, including reporting on risks and issues
- Work closely with colleagues across YEF and specifically the capacity team.
- Ensure high quality evidence is at the heart of all YEF activity and that the evidence we produce is communicated in a clear and accessible way which will drive sustainable change
- Support the management of YEF's panel of evaluators and expert panel

General

The post holder may be involved in other elements of YEF's projects, working with senior colleagues to commission, scope and deliver projects. This includes producing or

commissioning evidence products and contributing to the quantitative analysis function of YEF.

The post holder will be expected to be flexible in their approach to work and take responsibility for their own professional development and keep up to date with developments in policy and social issues, as well as with qualitative and quantitative research methods.

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 (Masters or PhD) in social science, social policy, public health, health services or other field, with a significant quantitative component, or relevant experience equivalent to Masters qualification	X	
2. PhD in an area relevant to YEF's work		X
Experience		
3. Significant experience in carrying out or commissioning research in academia, government or a related sector	X	
4. Previous experience of managing, developing and motivating staff teams	X	
5. Experience of commissioning research, including designing all aspects of the research and managing external contractors	X	

Knowledge, Skills & Abilities		
6. Strong knowledge, experience and technical expertise in evaluation methodologies including the ability to critically appraise the design of a variety of different evaluation designs	X	
7. Experience in dealing with senior academics and other research experts	X	
8. Excellent project and time management skills and the ability to deliver high-quality work in a fast-paced environment	X	
9. Strong written and verbal communication skills, with experience and interest in communicating research to a variety of non-expert audiences	X	
10. Quantitative analysis skills including experience of using advanced analytical software such as R, Stata or SPSS		X
Personal Qualities		
11. A passionate commitment to tackling youth crime through prevention and early intervention	X	
12. Self-motivated, flexible and able to work on own initiative	X	

While it is not a requirement of the role, we are especially interested to hear from applicants who have lived experience of youth violence.

Key working relationships

The postholder will work closely with the wider YEF team, particularly the Grants team.