

WORKING CHANCE JOB DESCRIPTION

Job title:	Impact and Evaluation Manager (maternity leave cover)
Responsible to:	Chief Executive
Line Management:	Impact and Evaluation Officer
Location:	Islington, London

PURPOSE OF ROLE

Working Chance helps women with criminal convictions to develop their self-belief and employability. This role helps ensure that the charity measures and maximises its impact on its beneficiaries, and that the charity has robust performance data to track its progress against key performance indicators that align with our organisational strategy.

MAIN DUTIES

Impact

- Develop and drive the charity's impact practice so that it can improve how it designs, delivers, assesses and reviews its services for women with convictions.
- Ensure that the charity objectively and effectively monitors and evaluates its impact across all its interventions and services.
- Lead on impact reporting for our annual report and accounts and/or impact report for 21-22 year.
- Identify, understand and meet different stakeholders' needs for monitoring and impact data, including colleagues, the Board of Trustees, funders and donors.
- Help ensure that the charity understands both the need and the evidence base for its interventions and services, and how these may change.
- Work with the Head of Communications and Engagement to create effective ways of communicating our impact to external stakeholders.

Organisational performance

- Oversee the collection and analysis of organisational KPI data and highlight any issues that need to be addressed.
- Ensure that the charity has robust and up to date KPI data on a monthly basis and the Board of Trustees on a quarterly basis.

PERSON SPECIFICATION

Essential knowledge and experience:

- Significant experience in monitoring and evaluation in the charity sector.
- Significant experience working with a case management database or similar.
- Significant experience of line management.

Essential skills and personal qualities:

- Technical expertise in monitoring and evaluation approaches and practices.
- Strong data handling and presentation skills, with advanced excel and data analysis knowledge.
- Ability to present complex information clearly and succinctly.
- Enthusiasm about fostering a culture of learning.

- Ability to deal with competing demands, time constraints, and unanticipated events.
- Ability to work independently and to initiate, plan and prioritise workloads and meet deadlines.
- Strong commitment to the mission and values of Working Chance.
- Natural team worker with an inclusive and collaborative approach.
- Ability to maintain strict confidentiality.

Desirable

- Experience of evaluation using one of the Outcomes Stars (a family of evidence-based tools for measuring and supporting change when working with people).
- Knowledge and/or lived experience of the criminal justice system.

DIVERSITY, EQUITY AND INCLUSION

Working Chance values everyone as an individual – our employees and volunteers, our clients and all the other stakeholders we come into contact with in the delivery of our work. Harnessing difference creates a productive environment in which everybody feels valued, their talents are fully utilised, and organisational and personal goals are met.

TERMS AND BENEFITS

- Salary: £37,000 pro rata.
- Preferred hours are 21-28 hours a week, but we are open to discussions with candidates about working patterns.
- The post is offered on a temporary contract covering maternity leave, subject to a 3 month probationary period.
- We give staff the option to work a hybrid model, with this role likely to be in the office one day per week. Our office is in London, one minute from Angel tube station.
- We have a pension scheme and generous annual leave (25 days' holiday + three bonus days over Christmas and New Year + plus public holidays).
- We prioritise inclusion and belonging and are passionate about promoting equality, valuing diversity and working inclusively.
- All our staff have confidential access to an Employee Assistance Programme.
- We invest in the training and development of our staff and have a continuous learning culture.