



Evidence & Impact Manager *

Job description

Organisation:	Advance Advocacy and Non-violence Community Education (“Advance”)
Job Title:	Evidence & Impact Manager
Reporting to:	Chief Executive Officer
Direct reports:	M & E Officer
Salary:	£36,000 to 40,000 per year, depending on experience
Pension:	Workplace pension (Part 1, Pensions Act 2008)
Working Hours:	35 hours per week, Permanent
Work Location:	Based at London Head office (currently in Hammersmith). Some limited travel to other London and UK locations required.

This post is open to **female applicants only as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds.

About Advance

Advance, established in 1998, is an award-winning innovative non-profit organisation supporting women and girls experiencing domestic abuse and those women in the criminal justice system, enabling them to live safe, violence-free and equal lives. We are at the forefront of developing whole-systems change services, establishing the first teams working within statutory settings to reach women and girls such as police stations, hospitals, social care and probation services.

We are a passionate and dedicated team who believe in empathy and respect, empowerment, collaboration and innovation. These qualities characterise our work with women and girls experiencing trauma, reaching over 3000 women and their children each year. The organisation has recently expanded its services, with annual income of £3.6m and over 80 staff working across London.

Role Summary

This exciting Evidence & Impact Manager role will lead Advance’s approach to evidence and impact, facilitating learning and knowledge sharing within Advance and the VAWG and Criminal Justice sectors more broadly. The role will manage one staff and working closely with the programme managers and senior management team on a daily basis, reporting to the CEO. The person needs to make a real impact from day one.

With substantial experience of monitoring and evaluating rights-based projects and programmes, you will also develop systems for building capacity and effectively communicating evidence and learning to improve practice. You will apply your knowledge of a diverse range of qualitative and participatory tools and be able to represent our work effectively to relevant networks.

As an experienced Business Partner you will be expected to embed the culture and vision of the new



and improved Evidence and Impact service across your client groups. You will lead on the implementation of an organisational Monitoring, Evaluation and Learning framework and provide thought leadership and vision for strengthening programme learning strategies and systems. You will also provide M&E technical support and guidance to Programmes teams, and advice on Value for Money.

You will need strong stakeholder engagement skills, be able to make quick wins to help build effective relationships with stakeholders and managers, you will need to be able to work confidentially with and be able to use your initiative. You will lead change in a forward-looking non-profit organisation. You will work across the Advance team on a diverse range of projects and functions, making a key contribution to the lives of the women and children that we support.

The main responsibilities of the role include:-

Lead Advance's Monitoring, Evaluation & Learning

- Lead audit of Advance's Evaluation capacity: evaluation systems; organisational and programme Theories of Change; evaluation indicators; data collection tools and define system improvements.
- Design and roll-out new evaluation systems (as needed) for programmes and projects, both new and established, providing accountability and ensuring efficiency and success from start to finish.
- Ensure data collection systems and methods are consistent and allow for analysis of impact at the programme level.
- Develop further longitudinal outcomes and methods to develop enhanced understanding of the longer-term impact of Advance's programmes
- Lead development of Annual KPIs and an Annual Impact Report alongside Directors of Services
- Work with programme leads to ensure understanding and rigorous application of MEL approaches to key projects

Develop and disseminate research

- Co-Lead Advance's research (alongside the CEO and Directors of Services) that supports Advance's sharing and influencing of good-practice within the sector
- Work closely with the CEO and Directors of Services to disseminate findings from our learning and research agenda through high quality articles and reports tailored for a range of audiences within our network and across the broader sector.
- Alongside the Directors of Services, facilitate the development and transfer of knowledge from other project/programme Evaluation - write case studies, best practices, lessons learned, and success stories to document project learning and contribute to knowledge



exchange

- You will utilise your exposure and previous experience of academic institutions, research organisations and individuals to build research partnerships that contribute to Advance's voice and influence in the VAWG and Criminal Justice sectors.
- Represent Advance at external conferences and networking events to share our emerging learning and research insight emerging

Management and business plans

- With the management team, support the CEO in the development, delivery and review of the strategic business plan and annual action plans, ensuring congruence across all services and that Advance values and strategic outcomes are evident in practice across projects.
- Provide clear inspirational leadership that embodies the organisation's values and ensures individuals and teams are aligned to the organisation's overall strategy, annual business plans and budgets.
- Manage and coordinate the work of the Evidence & Impact team including monitoring and supporting projects' service delivery and the effective development of the organisation.
- Manage a complex workload working independently, within a team where appropriate and problem solving proactively to find solutions to systems and issues which affect front line services.
- Be responsible for line managing and performance managing of the M&E officer and staff reporting to the post holder, including annual appraisals and supervision, ensuring staff training and development needs are regularly evaluated and that appropriate training, coaching and learning opportunities are provided.

Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Experience and Knowledge

- University degree or equivalent qualification essential
- Experience of designing and implementing evidence and learning frameworks, including delivering culture change across organisational functions towards a learning culture, is essential
- Knowledge of the Theory of Change (ToC) approach, logical frameworks, MEL plan development and other key MEL approaches/methodologies, including both quantitative



and qualitative, and ideally including participatory methodologies is essential

- Able to interpret, analyse and document results from charity programmes in writing through a variety of publications, including donor reports and guidelines/toolkits in a clear and succinct manner is essential
- Knowledge of women's issues, VAWG , domestic abuse and/or criminal justice desirable
- Experience leading/commissioning research desirable

Skills and Competencies

- Ability to establish a culture of learning in a charity and lead change across an organisation towards a more impact-focused approach and effective management of sensitive data
- Ability to write clear, concise, accessible research pieces and to present externally and internally the work
- Proven ability to work effectively in a team environment, as well as being confident in working independently with initiative
- Excellent and proven analytical skills - both quantitative and qualitative data
- Highly organised, attention to detail and proactive with the ability to work under pressure, handle a busy cross-functional workload and sensitively manage boundaries and conflicting priorities, with a results focus.
- Excellent interpersonal skills with the ability to build relationships at all levels inside and outside the organisation

General

- At all times protect the safety and security of Advance service users, staff, volunteers and buildings, and the confidentiality of records and other information. Ensure the effective implementation of ADVANCE's Safeguarding, Health & Safety, Equal Opportunities and other policies and procedures and uphold the core values of ADVANCE.
- Uphold the rights of women, children and young people and ensure that any risks/needs identified are addressed, having full regard to Advance's Safeguarding policies.
- Be responsible for personal learning and development and keep up to date with research, relevant legislation, policy and practice, and other literature relevant to the role.
- Participate in supervision, training and meetings as required, and assist in the development of services, aligned to business plans
- Work across teams and undertake such other duties, appropriate to a member of the management team, as may reasonably be expected.