

GL11 Community Hub

Quality and Impact Evaluation Lead

Job Description

Job Title	Quality and Impact Evaluation Lead
Responsible to	Community Wellbeing Director
Conditions of Service	22.5 hours pw to 30 hours pw 6 months probationary period
Salary	£28,020 p.a. (pro rata)
Contract	Permanent
Location	GL11 Community Hub in Cam.
Closing Date for applications	Midnight on Monday 6 th May 2024
Interview Date	Thursday 9 th May 2024

Job Summary

As a key member of the Community Wellbeing Team, you will be responsible for developing and overseeing monitoring and evaluation across the various projects GL11 delivers to ensure we gather the best possible evidence of our impact, as well as for providing project management and administration support to the Community Wellbeing Director.

As the person responsible for quality and impact evaluation you will:

- Lead, design, manage and undertake high quality monitoring, evaluation, sharing and learning for all projects across our portfolio.
- Develop and co-ordinate our internal impact practice and systems.
- Use data and evidence to assist fundraising colleagues, in making the case for funding applications.
- Be responsible for communicating the importance of capturing evidence of impact clearly to the GL11 team, ensuring that accurate records are maintained.

You will contribute to the welcoming and supportive culture of GL11, helping to continue to inspire and making sure our vision, values and key aims are a living part of all our work. As an ambassador for GL11, you will work positively with external stakeholders relevant to your remit.

Responsibilities and Duties

The list below describes the main responsibilities and duties of the role but is not a finite list. You will be required to carry out any other duties commensurate with this post

1. Quality and Impact Evaluation Support

- Develop and deliver the monitoring, evaluation, learning and sharing strategy and plan

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- Design and set up the best possible methods of monitoring, evaluating, sharing and learning from our work, in support of our internal strategic objectives, to include: Evaluation frameworks/theories of change; data collection and management tools; including surveys, with provision for data protection; data analysis and reporting tools; opportunities for learning including cross-project learning.
- Set up and support colleagues in the use of effective monitoring systems for storing and reporting on project data and evidence, including use of external systems
- Ensure accurate, timely and meaningful project reporting in line with our own needs and partner/funder requirements
- Support a culture of effective organisational impact practice, developing appropriate systems and resources, and working closely with all teams to measure, demonstrate and learn from the impact of our work
- Identify ways to improve the evaluation methods, data collection tools, statistical analysis and reporting methods used across GL11, to improve efficiency and quality of data
- Provide monthly reports to Senior Leadership Team

2. Project Management and Administrative Support

- Provide project management and administrative support to the Community Wellbeing Director
- Coordinate and further develop organisational systems for GL11, ensuring efficient record keeping in relation to all activities undertaken within the Hub and all outreach work required to provide accurate data to sustain GL11 as an organisation.
- Work with staff to set up effective monitoring and evaluation systems, supporting them to become proficient at analysing the performance of their respective areas of work.

3. Participate in team activity

- Attend regular team meetings and play an active role in supporting a culture of good communication, collaboration, innovation and joint responsibility for achieving GL11's vision and objectives
- Support other team members as appropriate, ensuring a positive and constructive working relationship with others at GL11.

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4. Values, Behaviours, & Competencies

- Committed to the purpose of GL11 and its strength-based ethos, ensuring that residents are at the heart of GL11’s services and development
- Committed to fostering innovation and continuous improvement in working practice
- Respectful of boundaries and able to follow policies while acting in a kind and thoughtful way
- Flexible and open to new challenges, ideas, and experiences, and able to be self-reflective
- Committed to understanding diversity and ensuring inclusive practice is applied in all forms of our work
- Collaborative and a team player, building positive relationships with internal and external partners.
- Non-judgemental with a commitment to self-care within the team and wider organisation
- Ensure our values are integrated into all we do:
 - *Listen*
 - *Look for strengths*
 - *Act as if it’s possible*
 - *Be kind and have fun*
 - *Be Brave*

Person Specification

Your application should give clear examples of your experience, knowledge, skills and abilities gained in both paid and/or unpaid (volunteer) work for each of the Person Specification criteria

Experience	<ul style="list-style-type: none"> • Experience of measuring quality and evaluating impact preferably in the community sector • Experience of successfully putting administrative systems in place. • Experience of using internal and external monitoring systems and supporting others with their use • Experience of supporting organisational impact, culture and approaches such as theory of change • Experience of training and supporting others to implement systems
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Knowledge and Understanding	<ul style="list-style-type: none"> • Good understanding of quality evaluation management obligations (including statutory obligations) requirements in a registered charity. • Good understanding of diversity and how this relates to people in a community setting
Skills and Abilities	<ul style="list-style-type: none"> • Excellent staff and team management skills including how to deal with difficult situations. • Excellent IT skills • Excellent written and verbal communication • Proactive problem solving and decision-making skills • Well organised and able to perform with competing priorities • Able to multi-task and respond positively to changing priorities • Project management skills
Qualifications	<p>None specific</p>
Values and ethos	<p>We are looking for someone who will be committed to our values and work, to learning, and to their own development.</p> <p>A team player with a commitment to working in a community setting, setting an example for team members of commitment, quality compliance activities, work ethics, habits and personal character, putting into practice the values and ethos of GL11</p>