

# Research and Evaluation Officer – Job Description

## Role information

Department: Partnerships, Public Affairs and Family Outcomes (PPAFO)

Job Title: Research and Evaluation Officer

Grade: D

Responsible to: Head of Policy, Research and Evaluation

Date: October 2022

## Purpose of the job:

The purpose of the role is to undertake research and evaluation activity that helps us gain insight about the disabled children and families we serve, the quality of services we provide, and the difference our support makes. This helps inform the services and support we provide and our influencing work with key external stakeholders, all with a view to achieving better outcomes for disabled children and their families. It also provides an evidence base for funders on the difference their support is making, so helping to sustain and grow/diversify our funding base.

## Duties and responsibilities

### ***Research and Evaluation***

- Support continued development of Family Fund’s approach to research and evaluation.
- Undertake primary data collection for research and evaluation projects and confidently use both quantitative and qualitative methods and appropriate data analysis techniques.

- Conduct fieldwork with families online and face to face, to collect qualitative data as required.
- Collate, analyse and interpret the data and statistics collected about our services and their impact, in a clear and meaningful way.
- Support the implementation of impact and outcome measurement in all our services.
- Monitor national data statistics, relevant research journals, and research work by other charities within the sector, identifying findings and insights of strategic relevance to Family Fund.
- Keep up to date with best practice as regards presentation and promotion of research and data, particularly online.
- Work with colleagues across the organisation to maximise the use of our data and family experience.
- Support contributions to external research and consultations as appropriate.
- Work with relevant stakeholders within the research community, as required.
- Contribute to work of the internal cross-departmental groups and projects as required.

### **General**

- Contribute positively to the Department and team meetings, team working and implementing organisational priorities.
- Work with all relevant staff to ensure that all activities are joined up and complementary.
- Carry out appropriate duties as required supporting the operational management and strategic direction of Family Fund.
- Carry out other appropriate duties as required by senior management.

# Person specification

Department: Partnerships, Public Affairs and Family Outcomes

Job Title: Research and Evaluation Officer

## Experience

### Essential

- Experience in undertaking research and/or evaluation activity.

### Desirable

- Voluntary or statutory sector experience.
- Working in partnership with other organisations.

## Skills, knowledge, and abilities

### Essential

- Sound knowledge of quantitative and qualitative methodology and best practice through the research cycle.
- Good writing skills and ability to communicate effectively with different audiences.
- People skills: ability to develop and sustain positive relationships with a range of internal and external contacts.
- Computer literate with excellent digital skills.
- Excellent administrative and organisation skills.
- Excellent ability to manage workload and prioritise effectively.
- Ability to work at the same time independently and collegially.

## Desirable

- Understanding of approach(es) to knowledge management.
- Knowledge of models of impact measurement.

## Education/training

### Essential

- Degree or equivalent preferably in a relevant subject.

### Desirable

- Membership of a professional body, e.g. Social Research Association.

## Personal attributes

### Essential

- Clear, open communicator.
- Flexible, adaptable and resilient to work demands and change.
- Strong commitment to Family Fund's vision and purpose.
- Commitment to Family Fund's values.
- Commitment to equality, diversity, inclusion and fairness for all.
- Commitment to safeguarding.