

This post requires that the post holder has the following essential skills and experience to fulfill the job description.

Please address the points marked * in your supporting statement and explain clearly how your experience, skills and knowledge meets each of these requirements.

The post holder will ideally hold a recognised research qualification and/or Masters Degree. Working closely with the project's Senior Manager, the post holder will coordinate the evaluation activities across the project. This will include developing constructive working relationships with a number of key stakeholders both inside and outside the project. Duties will include supporting the national evaluation, resourcing internal project evaluation activities and developing a range of methods to share project learning with external stakeholders.

Experience:

1. Experience of creating and implementing new analytical solutions to meet complex information needs.
2. Knowledge and experience of the application of specialist research techniques *

Skills/Ability/Knowledge:

3. Excellent ICT skills relevant to statistical analysis, including advanced spreadsheet analysis *
4. Knowledge of qualitative research techniques and their appropriate use *
5. Knowledge of sources of market and intelligence data, and access criteria.
6. Ability to present, explain and interpret completed data and analysis to different audiences and ability to prepare reports which are both objective and accessible *
7. Ability to liaise effectively with other professionals to develop and monitor evaluation systems and research initiatives nationally and locally *
8. Ability to devise and deliver training on research methods to staff and volunteers, including those who may lack confidence *
9. Ability to communicate confidently and effectively, both verbally and in writing *
10. Commitment to working flexibly and creatively in response to changing external and organisational requirements and a willingness to work outside standard office hours on occasion.
11. Ability to work independently and without direct supervision *
12. Ability to prioritise workload, to manage time effectively and to work to targets and deadlines *
13. A constructive and solution focussed approach to problem solving.
14. Ability to work flexibly and collaboratively with external partners as well as within own team.

15. Awareness of Data Protection Legislation and Confidentiality

Attitudes:

- 16. Willingness to be helpful, flexible and supportive and to work as part of a team
- 17. Flexible approach to change within the role and the working environment.
- 18. Commitment to building positive and healthy communications within the staff team and across the broader project.
- 19. Commitment to involving Service Users in project development *