

Faculty of Health, Education, Medicine & Social Care

Forces in Mind Trust Research Centre

Job Description

Job Title:	Engagement & Evaluation Manager
Grade:	5
Job Family:	Administrative
Work Base:	Chelmsford (travel to other sites required)
Hours of Work:	Part time, 22.5 hours
Responsible to:	Director, Forces in Mind Trust Research Centre
Responsible for:	No direct line management responsibility
Relationships and Contacts:	Colleagues Forces in Mind Trust External organisations & stakeholders
Job Purpose:	To develop and maintain effective systems for monitoring and evaluating impact and to manage the engagement with stakeholders in order to increase the efficiency, reach and effectiveness of the FiMT Research Centre.

Principal Accountabilities:

1. Develop and implement an effective, efficient and professional monitoring and evaluation framework of the Centre's lines of operation, measuring activities, outputs and outcomes.
2. Analyse and collate the data and insight generated by monitoring and evaluation processes to enable it to be used to inform the development of models and methodology. Work with Centre staff so that this insight can be used as part of the internal quality assurance mechanism for service delivery.
3. Present management information for the Centre that measures performance against agreed outcomes and targets. Produce high quality, timely and useful reports and data, including management information for decision making. Take the lead in producing data and analysis to be included in the Centre's reports that is suitable for a variety of internal and external audiences.
4. Manage effective and regular liaison and communication activities, building excellent working relationships with stakeholders. Ensure regular and effective communication with

internal and external organisations, including overseeing the circulation of information to ensure awareness of key issues/data.

5. Establish systems for capturing and collating data and insight that allow progress against agreed metrics to be measured. Maintain accurate and secure record keeping necessary to the efficient running of the Centre's monitoring and evaluation activities. Manage the stakeholder engagement activities of the Centre in order to ensure efficient and effective relationship development, messaging and insight.
6. Support the operation, curation and maintenance of the Centre's website (The Veterans & Families Research Hub) and lead in social/professional media activities. Liaise with the web development/hosting company on relevant operational matters.
7. Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and security of information as appropriate. Take personal responsibility for all personal data within own working environment.
8. Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

April 2019



**Faculty of Health, Education, Medicine & Social
Care**

Forces in Mind Trust Research Centre

Engagement & Evaluation Manager

Person Specification

ESSENTIAL	DESIRABLE
<p>ACADEMIC/PROFESSIONAL QUALIFICATIONS</p> <ul style="list-style-type: none">• Degree and appropriate level of experience and evidence of continuing professional development relevant to the role <p>OR</p> <ul style="list-style-type: none">• Part qualified in a relevant professional qualification appropriate to the specific role being appointed to and appropriate level of experience and evidence of continuing professional development relevant to the role	<ul style="list-style-type: none">• Higher Degree• Relevant Professional qualification at postgraduate level (chartered where appropriate)
<p>EXPERIENCE</p> <ul style="list-style-type: none">• Effective stakeholder management and relationship building• Measuring and reporting data relating to outputs and effects• Report writing, particularly executive summaries	<ul style="list-style-type: none">• Social & professional media management
<p>KNOWLEDGE/SKILLS</p> <ul style="list-style-type: none">• Ability to meet agreed deadlines and present work to agreed standards• Ability to plan and organise own workload, organising and prioritising as necessary• Close attention to detail• Excellent written and oral communication skills	<ul style="list-style-type: none">• Familiar with data protection principles and the GDPR• Familiarity with analytical programmes
<p>PERSONAL QUALITIES/DISPOSITION</p> <ul style="list-style-type: none">• Ability to adapt to changing circumstances• Ability to work independently and as part of a team• Ability to work on own initiative• Flexible and proactive approach• Problem solver• Ability to work in a pressurised environment	

<ul style="list-style-type: none">• Discretion, tact and the ability to maintain confidentiality	
OTHER <ul style="list-style-type: none">• Willingness to attend events which may occur outside of normal working hours and locations• Committed to equality and diversity• Committed to our Health and Safety policies and procedures• Compliance to Data Protection Act 2018 and GDPR principles/ requirements	

April 2019