**ROLE DESCRIPTION**

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| Job Title: | Impact and Evaluation Manager |
| Current Division Name: | Charity Directorate |
| Location: | Belfast |
| Type of role: | Individual Contributor |
| Contractual Status of Role: | Permanent |
| Hours: | 28 hours (4 days) |
| Job Title of Line Manager: | Charity Director |
| Job titles and number of any direct reports: | None |
| Job Purpose: | To continue to embed and develop an impact measurement framework for Age NI and create an organisational culture of effective impact practice.  To maintain and develop systems, processes, visuals and tools which support the organisation and all teams to plan for, deliver and measure impact.  To develop and support efficient processes for new and existing projects, utilising tools such as Microsoft Forms, Lists, Power Automate and Power BI. |
| Main Responsibilities: | * To continue to embed and develop an impact measurement framework for Age NI activity in line with Age NI’s strategy and organisational priorities * To work alongside and build the skills, knowledge and capacity of staff teams to implement and maintain the impact measurement framework for Age NI * Modify or design bespoke data collection tools to be used with people supported by, or involved with Age NI, to routinely identify impact and learning * Analyse data on a regular basis and prepare reports for a range of audiences both within and external to Age NI * Create infographics, as required, to demonstrate activity and impact internally and externally, in the form of snapshots * Support the database team in creating monthly, quarterly, and annual activity figures using Age NI’s Activity Data Table * Promote a culture of reflection, learning and evidence- based decision making among Age NI teams and functions * Work alongside Age NI’s Database team to align data collection tools with Age NI’s existing IT infrastructure * Commission and manage research projects as required. |
| Qualifications and Experience: | * Educated to Master’s level [Desirable] * Demonstrable experience of designing and implementing multiple data collection tools within an overarching framework * Demonstrable experience of analysing data sets and preparing reports for multiple audiences * Demonstrable experience of using evidence and data to support service and quality improvement * Demonstratable experience in using Microsoft 365 suite of apps to visualise data and create efficient data collection and analysis processes * Demonstrable experience of commissioning and managing research projects [Desirable]. |
| Knowledge: | * A strong understanding of qualitative and quantitative research methodologies which engage a range of service users including people with cognitive impairment * A strong understanding of impact measurement frameworks, tools and practice * A good understanding of the community and voluntary sector. |
| Skills: | * Proven Project Management/ Change Management skills * Excellent written and oral communication skills, with a proven ability to engage with and influence a broad range of stakeholder groups * Excellent data analysis skills * Excellent IT skills, with knowledge of Survey Monkey, infographic design software and Microsoft 365 suite |
| Additional Circumstances: | * Full current driving licence and access to a car for business purposes or access to a form of transport to meet the travel requirements of the post * Flexible approach, as weekend and evening work may be required. |
| **Notes:**   * ***This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder*** * ***In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.*** | |