



Evaluation Manager

Contract length: 12 months fixed-term contract, with possibility of extension

FTE: Full-time role (35 hours/week)

Salary range: £40-45k, depending on experience

About the role

EngineeringUK is a not-for-profit organisation, which works in partnership with the engineering community to inform and inspire young people and grow the number and diversity of tomorrow's engineers. We work locally, regionally and nationally with a wide range of organisations across business and industry, education, professional institutions and the third sector to understand the engineering sector and the skills it requires and to develop and promote effective initiatives to inspire young people to consider a career in engineering.

At EngineeringUK we use evidence to make a real difference. Through research insight, we work to improve the impact of 150 organisations, as well as our own, in making a positive difference to young people's lives and securing the diverse engineering workforce the UK needs to thrive. This is an exciting opportunity to manage our evaluation programme and shape how we use it to inform our own and others' practice.

You will be the operational lead on:

- managing evaluation of our educational programmes, assessing their impact with an emphasis on groups historically underrepresented in the engineering profession
- working with colleagues to embed learnings from evaluation findings into our future activities and the wider evidence base on the impact of engineering outreach activity
- developing advice and guidance on evaluation and impact measurement to support the engineering outreach community in more systemically and robustly evaluating their activity

You will think critically about the evidence required to meaningfully examine the impact of STEM outreach activities across a complex landscape, manage the practicalities and logistics of collecting/analysing these data, and report findings to internal and external stakeholders. We are therefore looking for an experienced monitoring and evaluation professional.

You will report to the Research and Impact Manager and be based at the EngineeringUK offices at 10 Lower Thames Street, London EC3R 6EN with occasional travel in the UK, though all staff are currently working from home in line with government guidelines.

Role responsibilities

- To design, coordinate and implement evaluation activities to assess the immediate outcomes of EngineeringUK's outreach and its longer-term impact on young people's subject choices, working to embed learning into ongoing development. This will include:
 - Developing appropriate methodological approaches, in consultation with the Research and Impact Manager and relevant Product Managers
 - Project management – coordinating research and data administration, including preparing and overseeing: tender processes, specifications for external data providers and research agencies, logistics for fieldwork, and progress reports
 - Primary research – designing, conducting and commissioning primary research, including the development of large-scale, complex surveys

- Secondary research – undertaking desk research, including literature reviews of existing reports and analysis of existing datasets
 - Analysis – collating, cleaning and validating data in preparation for analysis; analysing and interpreting statistical and qualitative data gathered through the research process; and presenting findings clearly for non-technical audiences
 - Embedding learning – working closely with EngineeringUK Product Managers to interpret and understand evaluation findings to inform product development; reflecting on and continually improving impact and process evaluation approaches
- To support the development and implementation/roll out of an impact and evaluation framework to support outreach providers in systematically and robustly appraising their work
 - To support EngineeringUK’s equality, diversity and inclusion team in improving our monitoring processes so that we can better understand the demographic composition of our participants and the differential impact of our programmes
 - To develop good practice evaluation guidance for internal and external stakeholders, reviewing literature, analysing data, and sourcing case studies
 - To author internally-produced research outputs, including annual programme evaluation reports, ensuring they are accurate and of high quality
 - To quality assure externally-produced research outputs, ensuring they are accurate, unbiased, methodologically sound, written style is fit-for-purpose and, where necessary, that they are suitable for external publication
 - To ensure that EngineeringUK’s evaluation approach facilitates the measurement of relevant organisational key performance indicators
 - To collaborate with the wider team to ensure we derive maximum leverage from our research and evaluation output
 - To respond to research and data-related queries from the engineering sector and internal colleagues
 - To create and maintain effective working relationships with external research agencies and data providers, ensuring agreed deliverables are delivered on time, to cost, and to a high standard
 - To positively represent EngineeringUK externally, communicating its research findings and identifying opportunities to forge relationships that benefit the organisation’s strategic objectives
 - To manage aspects of the research budget and adhere to relevant Quality Management System (QMS) processes
 - To co-author other research outputs produced by the team (outside of evaluation)
 - To enforce research ethics, data storage and data management protocol, ensuring that research is conducted in line with relevant policies, codes and applicable legislation
 - To keep up-to-date with developments in education and/or STEM-related policy and available data, as well as research methods

Other duties

This job description sets out the requirements of the role at the time it was drawn up and which may change over time. The Monitoring and Evaluation Manager will be expected to undertake other tasks or duties as required; work in line with EngineeringUK's Quality Management System (QMS); and comply with EngineeringUK's data protection policies at all times.

Applying for this role

EngineeringUK is an inclusive organisation. We welcome everyone from all talents and backgrounds and enjoy working together on many projects that draw on people's skills and perspectives from across the organisation. Each applicant is assessed solely on the basis of personal merit and qualifications, regardless of gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

Please send a CV and statement in support your application (detailing how you fulfil the key criteria for the role) by email to HR@engineeringuk.com, quoting the job title in the subject of your email. Your personal statement should include a short paragraph on each of the criteria listed in the person specification to show why you would be a suitable candidate for this role.

The deadline for applications is before 12:00 noon on 26th April 2021. Interviews will be held virtually, with first interviews taking place on the 6th & 7th May and second interviews on the 13th & 14th May.

Person specification

Educational requirements

- Evidence of analytical and problem-solving ability

Essential experience and attributes

- Professional experience in monitoring and evaluation of programmes, policies or interventions in the UK context
- Excellent knowledge of evaluation techniques/practices and data collection and analysis methodologies
- Experience in undertaking literature searches and reviews, identifying relevant evidence, appraising its quality, and summarising the body of existing work
- Excellent time management skills, with experience working on multiple projects at once, adapting to changing priorities, and meeting hard deadlines
- Ability to work independently and prioritise own tasks and time, but also take direction, be flexible and work collaboratively with others, contributing to team decisions and facilitating cross-organisational working
- An understanding of ethical and legal aspects of social research and the ability to adhere to appropriate research ethics and data protection protocol

Desirable experiences and attributes

- Experience monitoring and evaluating the impact of educational interventions
- Experience developing impact, measurement, and evaluation frameworks
- Knowledge of the STEM skills environment
- Good knowledge of statistics, including how to employ inferential techniques to estimate the effects of an intervention (e.g. regression and multivariate analysis)
- Ability to effectively engage with stakeholders, foster collaboration with external partners on shared objectives and involve users in the development of research
- Strong interpersonal and persuasive skills, with ability to manage and diffuse challenging situations – including to deliver difficult messages and work with internal and external stakeholders to identify solutions to common problems
- Strong written and verbal communication skills, with experience producing research reports and presenting findings to a range of audiences (both technical and non-technical)
- Experience analysing the return on investment (ROI) or cost-benefit of social interventions