

Role description

Evaluation and Learning Lead

Reports to	Research and Evaluation Programme Lead
Hours and location	Full-time (or 0.8), based from home, with on-site activity that requires regular UK-wide travel. NDTi are happy to talk about flexible working.
Salary	Up to £44,745 per annum FTE, subject to experience. This role affords opportunity to progress over time.
Management responsibilities	The post holder will undertake in time line management responsibilities for other R&E team members, will manage project teams, and support NDTi associates including people with lived experience.
Benefits	30 days annual leave per annum plus bank holidays, generous workplace pension scheme with enhanced employer contribution, supportive and family-friendly approach to flexible working. Access to support for learning and development and wellbeing perks.

About NDTi

NDTi has been working with communities, government, health, and social care professionals for over 30 years to ensure that people with disabilities of all ages are given choice and control over their own lives.

Our organisation exists to make change happen by celebrating what's possible, supporting changemakers and building self-determination. Our work always focuses on wider life outcomes. We want disabled and older people to enjoy the same life course and opportunities as everyone else – education, paid work, a place of their own, fulfilling personal relationships and a chance to contribute to their communities.

Our vision



At the heart of everything we do is our belief in a society where **all people**, regardless of age or disability, **are valued** and able **to live the life they choose**.

We believe that all people should have choice and control over their own lives, that their human rights be respected and that they are valued as equals.

Our vision is shared by our members, our people, our partners, and the people who fund or commission our work.

Purpose of the role

As a member of the research and evaluation team, the Evaluation and Learning Lead is responsible for the development, co-ordination, delivery and impact of NDTi's commissioned, grant and trust funded evaluation and learning work. The post holder will manage and deliver a portfolio of evaluation and learning projects and will contribute to wider programme activities as required.

The person NDTi appoint to this important role will:

- develop, lead and deliver evaluation and learning projects and act as liaison for staff and associates involved in delivery of NDTi's evaluation work.
- identify and share learning and insights generated by our work, showcasing the team's innovative approaches, partnerships and achievements.
- design and develop evaluation and learning methodologies and materials, maintaining a consistent and high-quality approach to R&E work across NDTi.
- maintain a steady pipeline of opportunities, negotiating, securing and project managing a range of evaluation and learning contracts.
- ensure that our evaluation and learning work is co-produced with a range of stakeholders, including people with lived experience.
- establish and maintain diverse networks, generating new contacts and work opportunities for yourself and others in NDTi.
- ensure that NDTi's evaluation and learning work is impactful and influential.

Key activities

Delivering evaluation and learning projects

Day to day, the Evaluation and Learning Lead will project manage and deliver a portfolio of evaluation and learning projects ensuring that each is delivered on time, within budget and to the expected high standard. If appointed, you will be required to:

- design and plan evaluation and learning projects to meet client's specified needs.
- apply a strong understanding of realist evaluation methodologies and learning activities, drawing on your previous experience to determine the optimum approach for the context. As part of this you will bring specialist expertise in specific approaches and methods, e.g. Theory of Change and Learning Networks.
- undertake a range of activities to deliver specific projects, e.g. designing and facilitating stakeholder sessions and learning activities, qualitative and quantitative fieldwork activities and conducting evidence reviews.

- analyse a wide range of data/evidence sources to distil findings and learning and write reports and develop other outputs.
- write and publish resources including blogs and reports on key issues arising from work undertaken, tailored for different audiences.
- work proactively with colleagues to share learning across the organisation's areas of interest to inform and stimulate thinking and creativity.
- manage and oversee the work of associates and partners contributing to projects you lead, ensuring good communication and delivery of the work as planned to a high standard and in line with NDTi's mission, policies and contract management protocols.

Securing and managing contracts

- develop and invest time in nurturing diverse contacts, partnerships and relationships to ensure that NDTi's evaluation and learning work has a significant and positive profile, influencing attitudes, and changing policy and practice in order to make society more inclusive.
- identify opportunities for, and lead on, the development of proposals and tenders to ensure delivery of NDTi's mission.
- develop a balanced and mixed portfolio of long, medium, and short-term work projects alongside an active pipeline of future opportunities that supports teams to meet and sustain agreed income levels.
- work with the wider team to achieve and report against income targets and support colleagues to meet organisational financial goals and quality standards.
- ensure NDTi's work promotes and reflects best practice in the commissioning and delivery of research, evaluation and learning work.

Organisational and other responsibilities

- represent NDTi nationally, regionally, and locally in various networks and forums.
- ensure NDTi is presented as a values-driven, innovative and high-quality organisation that is up to date with policy and practice and delivers effectively.
- work proactively with colleagues and teams across NDTi.
- contribute to organisational life at NDTi, participating in meetings and events.
- ensure all organisation systems and process requirements are followed, supporting business and financial operational management of NDTi.
- adhere to all aspects of the Staff Handbook and relevant policies and procedures whilst working for NDTi.

- ensure that all activity is delivered in line with NDTi’s vision and purpose and that all actions reflect the values, spirit and intent of NDTi’s mission.
- undertake any other reasonable requirements of the organisation in line with the purpose and spirit of this job description.

Success in the role

The person NDTi appoints to this role will:

live our values:

NDTi is built around our desire to improve the rights and lives of those who are often excluded from the opportunities in work, community, and life that many take for granted. You will share our values around rights and equalities, enable people with lived experience to be part of our work, and ensure that work is focused on really making a difference in people’s lives.

be innovative:

Bringing in new work through proposals, bids and grant applications is key to this role. The postholder will bring their expertise and connections to build the NDTi portfolio of work around ageing and older people so that it has a range of projects of different types, and clearly moves towards our strategic ambitions.

have external influence and impact:

We exist to create change and build evidence. You will be able to gather evidence, work with people and partners, and deliver work which influences positive change and has a tangible impact.

be organised:

The role will involve managing multiple projects and project teams and managing your own workload. Successful postholders will be able to work with a diverse and changing workload.

be flexible:

Understanding and accommodating of changing priorities and being supportive of other team members commitments and capacity challenges.

work well within a team:

The evaluation and learning lead will work as part of the R&E Team. They are expected to contribute to the development of the team and its work.

build partnerships:

Relationships are key, and the person who is great in this role will bring and build connections and generate positive working relationships across sectors that enables collaboration with a wide range of people from different backgrounds and perspectives.

Our Values

Our values bind us together in the pursuit of change that leads to better lives. Our values are worn on our sleeves, fiercely held, and demonstrated through our behaviours and the way in which everyone at NDTi individually and collectively operate.



Person specification

Essential (e) and desirable (d) personal attributes and core competencies for this role.

Work experience & qualifications

- At least four years of experience of delivering leading edge practice in relation to evaluation and learning activities (e)
- Minimum of two years' experience of undertaking fieldwork on evaluation and learning projects in a related field including quantitative and qualitative data collection and analysis
- Demonstrable ability and experience of successfully tendering and applying for funding, developing and sustaining a viable pipeline of future opportunities (e)
- Experience of managing numerous and complex projects of varying size and length for different clients (e)
- Educated to degree level or with equivalent gained through professional experience and achievements (e)

Values and behaviours

- You will share our commitment, values and belief in [NDTi's mission](#) (e)
- You will demonstrate, understand and apply our workplace values of driving inclusion, being reliable, open and honest, acting with humanity, and being curious and commit to work and act in ways that positively reinforce NDTi's values and behaviours framework at all times (e)
- You will challenge behaviours and attitudes that serve against NDTi's values and inclusive culture (e)
- You may have personal experience of health or social services or being a family carer for someone, that you can bring to your role with NDTi (e)

Personal attributes

- Passion and drive to challenge exclusive practices and change negative attitudes that limit aspirations and achievement of positive life outcomes for the people NDTi seeks to support (e)
- Natural and relaxed leader - works well as part of a diverse team; you'll be interested in others and their ideas and contributions, using an inclusive and engaging style to involve people to co-produce positive outcomes (e)
- Openness - enjoys working with others with different perspectives and is open to new experiences and views (e)
- Rights based/ ethical - acts with integrity, and challenges where there are threats to people's rights or wellbeing (e)
- Flexibility - able to change approach or plans when the situation requires it, flexible to work extended hours during occasional peak times and able and willing to travel regularly across the UK (e)
- Self-confidence - manages own performance effectively, even in new or challenging situations. Able to work well as part of a diverse team - interested in others and their ideas and

contributions, using an inclusive and engaging style to involve people to co-produce positive outcomes (e)

- Attention to detail – is accurate and consistent in their approach and work (e)

Core competencies

Subject knowledge, experience and skills

- Demonstrable experience of mixed methodologies for evaluation and learning work, including fieldwork, data-collection/collation, analysis and reporting (e)
- Brings some relevant specialist knowledge, and or expertise, along with the willingness to develop new understanding in different areas of your work (e)
- Experienced in a range of techniques and approaches necessary for NDTi's work as a learning partner (e)
- Confident and skilled in facilitating groups - online or in person - experience of using workshops, focus groups and other interactive activities with a range of stakeholders to gather evidence (e)
- Experienced in writing successful bids for different funders and types of work in a range of sectors (e)
- Experience of analysing, interpreting and presenting complex data to a variety of audiences (e)
- Demonstrable project planning and management skills with a track record in delivering multiple projects in a practical way, working to agreed timescales and budgets (e)
- Experience of writing reports including for publication and for wide ranging audiences (e)
- Knowledge and experience of issues around social inclusion (e)
- Leadership capability and potential – you will be someone who encourages, acknowledges and celebrates the successes of others and supports people to achieve their potential (e)
- Can evidence developing diverse networks, relationships, partnerships and contacts that enable you to get your work done, together with the ability to create and develop new networks and communities of interest where needed (e)
- Experience of working with different groups of professionals and people, including those at risk of exclusion and/or their families (e)
- Confident in facilitating co-produced activities (e)
- Knowledge and understanding of ethical frameworks and approaches as applied to evaluation and learning activities (e)
- Broad knowledge of public policy and service-delivery as it relates to supporting people of all ages at risk of exclusion (d)

Communication

- **Verbal skills** – can communicate clearly in a way that everyone understands (e)
- **Writing skills** - the ability to write clearly and make complex issues easy to understand. Can produce engaging copy across different channels for a range of audiences (e)
- **Good IT skills** –an intermediate knowledge of standard Microsoft Office applications (including Excel), together with experience of Teams, Zoom or similar collaboration platforms (e)
- **Experience of Excel**, SPSS and a qualitative software analysis package such as MAXQDA (d)
- **Commitment to learning** and mastering new digital technologies that get the job done to a high standard and enhance internal and external communication (e)