

## Job description

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| Job title:               | Evaluation Manager, Reading for Pleasure  |
| Salary:                  | £28,500 to £32,000 per year pro rata (0.8 FTE)<br>/ £22,800 to £25,600 per year |
| Contract:                | Fixed term for six months in the first instance                                 |
| Hours:                   | 28 hours per week   |
| Directorate:             | Research and Evaluation   |
| Reports to:              | Head of Evaluation  |
| Direct/indirect reports: | None  |

## Our mission

The National Literacy Trust empowers children, young people and adults from disadvantaged communities with the literacy skills they need to succeed. We work directly with young people and their families, with the 5,000 schools in these communities, with nurseries, prisons, YOIs and through our teams leading community literacy programmes in 20 places in the UK facing the biggest literacy and poverty challenges. Our research makes us the leading authority on literacy and drives all our work. We are committed to becoming a more diverse and inclusive charity, better at listening to and working in partnership with the communities we exist to serve. Literacy is a vital element of action against poverty and our work changes people's life stories.

## Purpose of role

As part of our evaluation team, you will be responsible for reviewing and managing the evaluation activities for a diverse range of programmes that aim to support reading for pleasure in schools and communities. These include our Young Readers Programme and Libraries for Primaries campaign as well as supporting the evaluation of the Connecting Stories campaign. A key aim of the role is to help us collect the best possible data to evidence our impact across these diverse areas and to further our evidence base around a range of topics relevant for the programmes.

You will manage the evaluation process from start to finish. You will support programme design using existing evaluation plans and tools and work with the programme and delivery teams to collect data, analyse data and write up findings

## Key contacts

You will work closely with colleagues in the relevant programmes and communities teams. External contacts for evaluation will include schools, alternative provision settings, community settings and prisons, as well as external evaluation partners and counterparts in other charities and research organisations.

## Outline of responsibilities

- Provide advice, guidance and quality assurance for all aspects of research and evaluation and maintain strong links between the evaluation team and relevant programme and delivery teams
- Manage and deliver mixed method, quantitative and qualitative research evaluation projects from start to finish, on time and to budget. This includes scoping the available evidence base, methodology design and implementation, data analysis and report writing
- Monitor and review evaluation plans to strengthen our evaluation work and better evidence our impact and learning, including creating, reviewing and monitoring any overarching evaluation frameworks
- Work with appointed external evaluators or research organisations to ensure that their work is fit for purpose

- Help disseminate our impact and evaluation findings both internally and externally, working with the communications team on press releases and social media copy
- Represent the charity and present our work to a wide range of audiences including presenting findings at seminars and conferences
- Work with other members of the research team on research and evaluation projects where necessary

This outline is indicative and is not intended to provide a complete list of duties. The postholder will also be required to support activities that contribute to the growth and sustainability of the charity, and to the sharing and development of our organisational knowledge.

## Person specification

| Essential   | Desirable   |
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| <p>An undergraduate degree in a social science</p> <p>Experience delivering evaluation projects from start to finish, including writing proposals / literature reviews, data collection, quantitative and qualitative data analysis and report writing</p> <p>Experience applying different research methodologies and practices</p> <p>Ability to analyse and interpret both quantitative (using statistical software e.g. SPSS) and qualitative data</p> <p>Understanding of the challenges of working with our</p> | <p>Ability to work independently</p> <p>Clear interest in, and understanding of, literacy and social justice issues</p> <p>Knowledge of the current UK education/literacy policy and practice</p> <p>Understanding of place-based approaches for creating change</p> <p>Experience of delivering evaluation project in the charity sector</p> |

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| <p>target audiences and how best to collect data<br/>         Ability to communicate clearly, in different styles and for different audiences, both verbally and in writing<br/>         Excellent team-working and project management skills<br/>         Ability to manage workloads and project schedules effectively in a fast-paced environment</p> |  |
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## Summary of terms

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| <p>Location:</p>         | <p>You will be able to work regularly from home around the requirements of your role for in person meetings or travel. However, you will be contracted to our office at 68 South Lambeth Road, London SW8 1RL, and responsible for your travel to London when necessary.</p>       |
| <p>Flexible working:</p> | <p>We have a flexible working culture and encourage all staff to work in a way that enables them to be most effective in their role.<br/>         This role will involve occasional out of hours working and time off in lieu will be granted for any additional hours worked.</p> |
| <p>Travel:</p>           | <p>This role may require national travel. Travel expenses will be paid when incurred in line with our expenses policy.</p>   |

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| <p>Safeguarding:</p> | <p>We are committed to safeguarding all those who come into contact with our work and all staff are required to follow our safeguarding policy for children, young people and vulnerable adults.</p> <p>This role is also subject to a Disclosure and Barring Service check.</p> |
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