



Impact & Evaluation Manager

Candidate Information Pack

Charity number: 313007

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Welcome letter from the CEO

Thank you for your interest in the Impact & Evaluation Manager role at Buttle UK.

This is a significant time for Buttle UK. We have developed an innovative and successful new approach to our grant giving – providing the vulnerable children and young people we support with a holistic package of funding that not only helps them overcome a crisis, but removes the barriers to them unlocking their potential in the longer term.

Buttle UK is different to most charities, because we directly fund – through our *Chances for Children* grants - vulnerable children and their families all across the UK. The funds for these grants come both from an endowment, created by our founder Frank Buttle over 60 years ago, and from our own fundraising. In 2016 we launched our *Chances for Children* Campaign with a target to raise £10m over 5 years. We have recently reached the £4m mark.

Chances for Children grants can help at a time of crisis for individual young people or families, but they also create genuine chances for change – allowing those in poverty to overcome some of the barriers they face in building a better future for themselves.

These are challenging times for those living in poverty in the UK. We know there is a need to do more for the families and young people we support. As a result we can see how a grant of around £1,500 per family or young person can be life-changing. This post will help us in evaluating the impact of this unique work further, both for external audiences such as policy makers, other voluntary sector partners and funders, or for internal use as we continue to innovate and develop new systems and processes to make our grant giving as effective and efficient as possible.

By processing thousands of applications for funding a year we have a hugely valuable resource in terms of the data we collect. We have already created insights into a range of issues for children and young people in poverty that have led to a number of [groundbreaking research](#) projects. This is an area that this post will develop and expand over the coming years.

We are looking for someone who is excited by the opportunity to develop this work with us and therefore take on a central role in delivering our long-term goals as a charity. You will be joining a vibrant, forward-looking organisation with an established reputation for the efficiency and efficacy of its grant giving, the quality of its research and the authority of its voice on issues relating to child poverty and disadvantage.

Yours sincerely



Joseph Howes
Chief Executive Officer

Background Information

Buttle UK: here to give children and young people a chance for change

“If it wasn’t for you we would be sleeping on the floor and eating cold food. Thank you from the bottom of my heart for helping my children and I get back on our feet.”
David, father of two, Glasgow.

Since 1953 Buttle UK has been creating chances for change for tens of thousands of children, all across the UK, through direct financial support. This is done through a unique network of over 4,000 support organisations, made up of other charities, children’s services departments and housing associations.

In the past few years Buttle UK has tested a new type of grant that involves a holistic funding package for each family or young person. The value of these - which we call *Chances for Children* grants - is up to £2,000. The results of testing these grants have been overwhelmingly positive with a clear impact for the grant recipients far beyond their monetary value, including children affected by domestic abuse, estranged young people and struggling families.

Through these grants we have been working more closely with local support organisations and this approach has been extremely beneficial in itself, both in terms of ensuring we are targeting the funds at the children and young people who need them most, but also in the way that the grants can support these organisations’ own objectives for their clients.

Chances for Children grants can fund a wide range of costs, including items to meet immediate material need such as cookers, fridges and children’s beds as well as things to support children in the longer-term like computers, counselling, therapy or after-school activities.

In some cases it can mean a place at a boarding school. Buttle UK has offered this type of support for all of its 65 years for children living in very chaotic and disrupted homes, and who are at future risk of going into care. We know that for the right child this can be a transformational opportunity.

Our *Chances for Children* grants are swift, direct and personalised. We have offices in each country of the UK to ensure that we respond to local circumstances. We have partnerships with thousands of people and organisations working at the frontline of social care. Through the process of monitoring and evaluating the impact of our grant giving we are able to understand better the needs of individual children and young people, getting to grips with both the longer-term and shorter-term needs that our grants can meet effectively. This positions us as a credible “thought leader”, a role we wish to develop further.

Over the past six decades we have safeguarded and grown the financial endowment that was left to us by our founder, the Reverend Frank Buttle. At the same time, we've honoured his memory as an independent thinker and a pioneering force for change. By using the insights and learning we gain from a unique data set (generated through our bespoke, cutting-edge grants database) we are able to undertake ground-breaking research and speak out about the issues which vulnerable children and young people in the UK face, and what works to remove the barriers in their lives in a cost effective and efficient way.

We have a board of trustees fully committed to the exciting innovations we have made in our grant giving and dedicated to seeing the approach develop and grow, allowing us to offer these larger grants to more children and young people across the UK in the years to come. We have ambitious plans for the future, supported by a fundraising campaign to raise £10m; we are pleased to have raised £4m of our target to date.

It is a significant time in our history.

We are therefore looking for an Impact & Evaluation Manager to help us with the next phase of charity's development. Specifically, you will:

- Help us to better understand the impact of our work through your skills and experience in social research methods (both qualitative and quantitative)
- Commission new research, adding to our reputation for publishing ground-breaking studies on issues that affect children and young people living in poverty.
- Make a significant contribution to both the strategic and operational development of the charity as it grows.

Now is a time when our grants are needed more than ever. We want to give thousands more children in crisis a chance for change. This role will make a direct contribution to that goal.

Our vision

Giving children, young people and families a chance for change.

Our mission

The maintenance, education and advancement in life of children and young people who through poverty and family circumstances are in need of, and will benefit significantly from, Buttle UK's support.

Our values

Non-judgmental. Focused on the needs of the child without passing comment on those around them.

Expert. Can be trusted by donors to make a difference with their money. Can be relied on by beneficiaries to do the right thing for them, championing their cause if it is being overlooked. Having the courage of our convictions, to back a solution that may be divisive or challenging.

Personal. Not a huge corporate entity – a small organisation inspired by one visionary.

Flexibility. Able to answer to the needs of individuals with bespoke solutions.

Practical. The on-the-ground knowledge and years of experience to develop solutions that work in the real world – not just on paper. Innovative where a new solution or approach is needed.

Connected. Working in partnership with the front line workers who understand the problems and are aware of those most in need of help.

Entrepreneurial. True to Frank Buttle's vision, constantly seeking new solutions, unencumbered by layers of bureaucracy or process.

Bev's Story

Bev has had a difficult life. Becoming a grandmother was a turning point for her; she realised then that she had never been a parent to her own children. Bev had worked really hard to turn her life around and was mortified to see her daughter making similar mistakes to her.

On Christmas Day in 2015 she was forced to take her grandchildren in to live with her full-time. With three distressed children to look after, Bev was unable to stay in work. She had rescued her current fridge-freezer from the scrap heap seven years ago; it leaked and caused the children to become ill. The youngest grandchild's bed had to be thrown away because it was infested with bed bugs.

In addition to a fridge-freezer, a *Chances for Children* grant funded a new bed and new bedding and towels for all the children.

Critically we also funded after school activities for all the children; gymnastics for the youngest, football sessions for the middle child and boxing lessons for the eldest grandson. This intervention has helped to give structure to the children's lives, ensuring they don't head down the same troubled path that Bev and her daughter had taken.

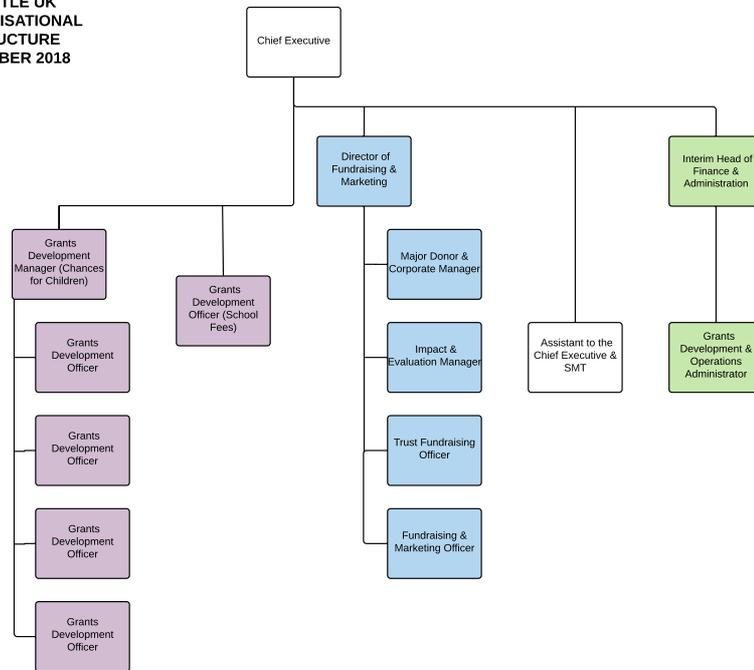


Watch [Bev's story](#)

Watch the story of others that have benefited from [Chances for Children](#) grants

Organisational structure

**BUTTLE UK
 ORGANISATIONAL
 STRUCTURE
 OCTOBER 2018**



Job Title: Impact and Evaluation Manager

Responsible to: Director of Fundraising and Marketing

Objectives: To develop and maintain effective systems for the monitoring and evaluation of all Buttle UK's work.

To analyse the output of this evaluation and present the findings to a variety of audiences and in a format most suitable for that audience.

To generate background research on the context of the organisation's work in relation to relevant policy and practice in the four nations, and the work of other relevant organisations, and to identify specific subject areas for which to develop reports and papers that illustrate the significance of Buttle UK's work within this context.

Hours: 35 hours per week

Location: Victoria, London

RESPONSIBILITIES

1. Impact monitoring and evaluation

- 1.1 To work with the Grant Development Team and Senior Managers to establish, and then periodically review, clearly defined and measurable outcomes for Buttle UK's work and, working with all staff, embed monitoring and evaluation into all relevant areas of the organisation.
- 1.2 To work with the Grant Development Team and IT support, to establish, and then periodically review, systems for capturing data that allow progress against the agreed outcomes to be measured.
- 1.3 Defining the data that needs to be captured, and then setting and monitoring the standard of data capture required within the organisation.
- 1.4 To undertake qualitative and quantitative surveying that provides information in addition to that captured by casework teams, as required.
- 1.5 To take responsibility for commissioning research and evaluation work from third parties when required, and to manage this relationship with such organisations or academic departments to ensure that the work meets a set of pre-agreed objectives.

- 1.6 To lead on the commissioning and management of external evaluators or research teams for particular projects, as required.
- 2. Presenting analysis and production of reports**
- 2.1 To analyse the data generated by the monitoring and evaluation process, and any associated learning about the delivery of Buttle UK's grant giving, and then produce and present management information for the Grant Development Team, Senior Managers, and trustees that measures performance against agreed outcomes and targets.
- 2.2 To take the lead in producing data and analysis on the impact of Buttle UK's work to be published on- and offline, including the charity's website and Annual Review, that is suitable for a variety of internal and external audiences and to take a role in presenting the information to these audiences as required.
- 2.3 To generate data in a format agreed with the Director of Fundraising and Marketing for reports to donors or supporters, or in the production of funding applications and bids.
- 3. Research in relation to policy and practice**
- 3.1 To research and provide regular internal briefings on developments in policy and practice, or the work of other relevant organisations as it relates to any of the work that Buttle UK undertakes.
- 3.2 To identify specific subject areas from which to develop reports and papers which illustrate the importance of Buttle UK's work within the wider social care sector and support strategies to influence changes in policy and practice as part of Buttle UK's wider organisational objectives. To input into the planning work; co-ordinating related research projects; supporting the development of any external communications and to ensure the measurement of related activity is incorporated into the charity's overall evaluation systems as part of this work.
- 4. Additional**
- 4.1 To undertake such other responsibilities as directed by the Chief Executive or Director of Fundraising and Marketing.
- 4.2 To work in a flexible way when the occasion arises so that tasks, which are not specifically covered in the job description, are undertaken.
- 4.3 To assess and take responsibility for one's own performance.

PERSON SPECIFICATION

1. Education

1.1 At least degree level qualification in social research techniques, or equivalent relevant experience.

2. Experience

1.1 Demonstrable experience of both qualitative and quantitative social research techniques in a work environment.

1.2 Excellent communications skills, proven both in writing and verbally.

1.3 Excellent and proven research skills.

1.4 Experience of writing reports to publication standard.

1.5 Experience of commissioning research from third parties, to meet agreed objectives.

1.4 Proven IT skills, with experience of developing, maintaining and manipulating large databases and using other analytical tools for research purposes.

1.6 Good knowledge of the charity sector and the children's social care sector.

2. Skills & Abilities

2.1 Highly developed analytical skills, with the ability to apply creative solutions to complex problems.

2.2 An ability to think strategically in relation to evaluation work, and apply this thinking to the development of the work's wider role within the charity.

2.3 An ability to balance an external view of the environment in which Buttle UK operates with the internal considerations required to deliver a robust monitoring and evaluation system.

2.3 Ability to work independently and as part of a small team.

2.4 Ability to be highly organised, in order to manage and prioritise workload.

2.5 Ability to create effective and efficient systems for gathering and analysing complex data.

2.6 Ability to manage relationships with third parties in order to meet objectives on complex research projects.

2.7 Ability to take initiative, be self-motivating and exceed targets.

2.8 A high standard of literacy and numeracy.

2.9 Ability to work collaboratively, while taking a leadership role.

3.0 Excellent interpersonal skills.

3. Attitudes

- 3.1 A self-starter with energy and drive.
- 3.2 Empathetic and non-judgmental towards the needs of children and families living in poverty.
- 3.3 Commitment to promote the best interests of children and young people.
- 3.4 Prepared to work flexible hours.

How to apply

Send the attached application form to:

recruitment@buttleuk.org

If you require clarification on any aspect of the application or recruitment process then please use the email address above.

Recruitment timetable

Activity	Date
Closing date for applications	5pm on 29 th January 2019
Shortlisting completed by	1 st February 2019
Formal Interview & Test	8 th February 2019

The appointment will be made subject to satisfactory references.