

21st December 2018

KNOWLEDGE AND LEARNING OFFICER (EVALUATION)

Thank you for your interest in the post of Knowledge and Learning Officer (Evaluation) with The Robertson Trust.

Attached is the job specification and a summary of the role's remuneration and benefits. If you wish to find out more about The Robertson Trust, please visit our website www.therobertsontrust.org.uk.

If you wish to apply for the role please submit your CV plus a covering letter by email to recruitment@therobertsontrust.org.uk with the subject, Knowledge and Learning Officer Application.

The closing date for applications is Monday 21st January 2019 at 5pm.

Yours sincerely

Kenneth Ferguson
Director

JOB SPECIFICATION

JOB TITLE:	Knowledge and Learning Officer (Evaluation)
FUNCTIONAL AREA:	Learning and Communications Team
LOCATION:	Robertson House, Glasgow
REPORTING TO:	Learning and Communications Manager

MAIN DUTIES/RESPONSIBILITIES

Job Purpose

As a member of the Trust's Learning and Communications Team you will assist in the creation, use and sharing of knowledge and learning internally and externally in order to:

- Support our understanding of the world we are operating in
- Enable us to plan, deliver and review work effectively
- Enable us to understand the value of our work
- Inform policy and practice (our own and others)

You will have a particular focus on supporting the evaluative functions of the team including the commissioning and management of external evaluations.

Key responsibilities

The Learning and Communications team has four main areas of work: monitoring and evaluation, knowledge building, planning and delivery, communications and advocacy. Below are your key responsibilities under each of these areas:

Monitoring and Evaluation

Understanding the progress and value of our work and that of those that we fund

- Fostering a culture of learning within The Trust
- Designing and managing monitoring, evaluation and learning activities related to our programmes of work
- Commissioning and managing of quality external evaluations related to our programmes of work
- Working with teams to identify their questions, data needs, ensure they are capturing relevant data and can use it effectively
- Working with teams to develop their understanding and knowledge of effective, quality and appropriate monitoring and evaluation methodologies
- Working to support and promote good practice in monitoring and evaluation with the organisations we fund (where relevant)

Knowledge Building

Building a sound evidence base to inform what we do and don't do

- Identifying, preparing and sharing relevant context and planning briefings in keeping with the our needs
- Working within teams to create space for sharing and reflection on learning
- Supporting teams to build their knowledge through signposting to relevant knowledge and learning opportunities and running or facilitating relevant training events

Planning and Delivery

Supporting within and across teams to enable them to plan and deliver their work effectively and consistently

- Supporting conversations across teams as required on the development and delivery of programmes in areas of shared interest
- Working with teams to ensure they build continuous learning into how they work
- Supporting the design of programmes of work, particularly how programme design affects potential success, and our potential for learning
- Working in and across teams to help build understanding of our planning, delivery learning and communications approaches

Communications and Advocacy

Sharing our learning from what we do to inform policy and practice both internally and externally

- Work with the communications officer to identify key message to be shared from monitoring evaluation and learning work
- Build relationships with external stakeholders including identifying and maximising opportunities to build and share learning and knowledge
- Managing contracts with external suppliers delivering learning support to the organisation (non-evaluation)
- Represent The Trust on relevant knowledge, communications and thematic related funder and third sector networks, advisory groups and sector bodies networks and groups
- Identify and lead on opportunities to further develop peer learning and knowledge sharing

Person Specification

Skills, knowledge and behaviours

- Experience in designing, conducting, commissioning and managing evaluations and research
- Experience and demonstrable understanding of evaluation design and methodology
- Strong understanding and technical knowledge of qualitative and quantitative evaluation and research methods
- Experience of supporting teams and organisations to develop monitoring, evaluation and learning capacity
- Understanding of the professional standards and competencies of evaluation
- Ability to use new and evolving data analysis techniques and visualization tools
- Experience of group facilitation
- Critical reading, review and analysis skills
- Attention to detail
- A clear communicator with strong listening skills and the ability to communicate complex issues and ideas in an accessible and engaging way
- Able to proactively challenge and test ways of working to bring about continuous improvement
- Knowledge of third sector context, funder landscape and public policy context

Additional Information

A full, clean Driving Licence is desirable

KNOWLEDGE AND LEARNING OFFICER (EVALUATION): Remuneration and Benefits

Salary:	The salary is £32,400 p.a. There is an annual increment, based on performance as well as a COLA based on inflation. This post is a Grade 3 which has 5 bands starting at £32,400 with top of scale at £37,200 p.a.
Pension:	Employee contribution 0%, Employer contribution 10% or Employee contribution 7%, Employer contribution 14%
Holidays:	35 days per annum
Death-in-Service	4x salary, or 8x salary if paying 7% employee pension contributions
Private Health Insurance:	BUPA cover at single person level
Charitable support:	Double match employee charitable fundraising