

EEF Evaluation Manager Job Description



SUMMARY

Title: Evaluation Manager Maternity Cover

Accountable to: Head of Evaluation

Salary: £40k per year, plus benefits

Location: Central London

Contract: Fixed term of one year, with possibility of extension, or secondment

ABOUT THE EDUCATION ENDOWMENT FOUNDATION (EEF)

The Education Endowment Foundation (EEF) is an independent grant-making charity dedicated to breaking the link between family income and educational achievement for children aged 3 to 18. The EEF was set up in 2011 by The Sutton Trust, as lead charity in partnership with Impetus Trust (now part of Impetus–The Private Equity Foundation), with a £125m founding grant from the Department for Education. The EEF and Sutton Trust are together the government-designated What Works Centre for improving education outcomes for school-aged children.

The EEF works towards its mission by:

- Identifying and funding promising educational projects that address the needs of disadvantaged children in primary and secondary schools in England;
- Evaluating these innovations to extend and secure the evidence on what works and can be made to work at scale;
- Encouraging schools, government, charities, and others to apply evidence and adopt innovations found to be effective.

EEF activities fall under three broad categories: evidence generation, evidence synthesis and evidence mobilization. The Evaluation Manager role sits within evidence generation.

Since its launch in 2011, the EEF has awarded funding to over 190 projects worth £114m, reaching over 13,000 schools and over 1.2 million pupils. These have included pilot studies to develop promising interventions, and efficacy and effectiveness studies aimed at understanding which interventions can improve pupils' outcomes.

The Teaching and Learning Toolkit, EEF's main effort in evidence synthesis was developed in collaboration with the Sutton Trust and Durham University, provides an accessible introduction to education research, and is used by two thirds of head teachers in English schools.

RESPONSIBILITIES

High quality research and evaluation is at the heart of the EEF's work. The EEF looks for projects with evidence that they have potential to raise attainment. The EEF then commissions an evaluation to one of the organisations on the EEF's panel of evaluators, largely using **randomised controlled trials**, to build on and extend the existing evidence. EEF's approach to evaluation is described in more detail here: <https://educationendowmentfoundation.org.uk/projects-and-evaluation/evaluating-projects/evaluator-resources/>

The Evaluation Manager will work in a small, focussed team responsible for commissioning robust, cost-effective evaluations of EEF-funded projects, and for monitoring and supporting the contracted research groups to ensure that they are delivered to a high standard. This will include working closely with grantees, other members of the EEF and the EEF's panel of evaluators to understand the practical issues involved in delivering evaluations and finding solutions to issues that arise.

Main responsibilities

- Critically review evaluation proposals to ensure proposed designs are methodologically sound and cost-effective and that the most suitable evaluators are matched with projects. This includes considerations around study design, eligibility criteria, sample size calculations, outcome measures, analytical methods, data collection methods, and sampling, among others.
- Chair meetings to ensure evaluation projects are set-up effectively.
- Liaise between project and evaluation teams to ensure the project evaluation designs are as high quality as possible.
- Manage evaluation contracts and budgets.
- Monitor delivery of evaluation plans and provide support when problems arise.
- Conduct technical reviews of trial protocols, statistical analysis plans and evaluation reports and provide critical feedback to evaluators.
- Work closely with the Programmes and the Dissemination and Impact teams at the EEF to ensure that published reports are of high quality and effectively communicate findings to an audience of practitioners, academics, policymakers and the general public.
- Develop and improve resources to clarify best practice and build the capacity of evaluators to conduct high quality research and evaluation.

Other responsibilities

- Contribute to the operational and strategic development of the EEF.
- Undertake other duties which may from time to time be requested by the Head of Evaluation / Chief Executive / Deputy Chief Executive.

PERSON SPECIFICATION

You will be joining a small and focused team driven by an ambition to deliver real improvements in educational attainment. You will have a solid understanding of evaluation methodology, particularly randomised controlled trials, and are familiar with the UK education system. You will have strong project and relationship management skills.

To apply for this position, you must be able to demonstrate:

- Understanding of evaluation methodologies (randomised controlled trials, sampling methods, outcome measurement, etc.) and an ability to identify high quality evaluation plans
- Ability to manage relationships and communicate with practitioners, academics and policy-makers
- Strong organisational and project management skills
- An ability to work flexibly and proactively in a small, ambitious organisation
- A commitment to the aims of the EEF

Essential and desirable skills, competencies and experience include:

- Essential: Degree in an education, economics, policy, science or health-related subject
- Essential: Experience in delivering or commissioning quantitative evaluation projects in education, health, or another related field
- Essential: Exposure to impact evaluation methodologies, ideally by delivering or commissioning evaluation projects in education, health, or another related field
- Essential: Experience of working in a busy environment with the proven ability to work under pressure and flexibly manage competing priorities.
- Essential: Organised and methodical, with excellent project management skills and ability to manage multiple projects simultaneously
- Essential: Able to work independently with strong attention to detail and commitment to fact checking own work
- Essential: Excellent interpersonal and communication skills with a clear writing style
- Essential: IT literate (proficient with Excel, PowerPoint & Word)
- Desirable: Exposure to mixed-method and qualitative evaluation methodologies, ideally by delivering or commissioning evaluation projects in education, health, or another related field

- Desirable: Experience of leading a range of research and evaluation projects and conducting relevant statistical analysis
- Desirable: 2+ years working in education, health, or another related field
- Desirable: PhD or Masters in education, economics, policy, science or health-related or related fields

HOW TO APPLY

Please send a CV and covering letter to info@eefoundation.org.uk. Your covering letter should be no more than two sides of A4 and should outline why you are interested in this position and how you meet the criteria above, drawing on specific examples.