



Dear Candidate,

SENIOR RESEARCH EVALUATION MANAGER (part-time, 0.5-0.7 FTE)

Thank you for your interest in this great opportunity with the Medical Research Foundation. I hope that you find the information in this recruitment pack interesting and that you decide to apply for the role. The following pages describe the role and its place in the Medical Research Foundation, and provide the information that you need to apply.

To apply, please:

- provide an up-to-date CV which includes your contact details, education and vocational qualifications, memberships of professional bodies, career history and explanation of any breaks in your employment history.
- provide a brief supporting statement setting out why you are the right candidate for this role making reference to the job description and the person specification. The case that you make and the way that it is presented will form a key part of the shortlisting process.
- complete our equal opportunities monitoring and declaration form.

Note that applicants who are invited to interview will be asked to demonstrate their right to live and work on a permanent/indefinite basis in the UK at the time of applying.

We acknowledge all applications within two working dates of receipt. If you have not heard from us within two days of your email submission, please call me on 01425 567708 or 07939 269612 to confirm that your application has been safely received. You should use a secure email address for submitting your application as our system will filter out emails that it believes have the potential to be spam.

Please send your completed application to my colleague Heather Taylor (talent@foresthr.co.uk). The vacancy will close on or before 20 October 2021 and we advise you to apply as soon as possible. Applications will be considered as they are received and the vacancy will close early if a suitable candidate is found.

We look forward to receiving an application from you.

Kind regards

Sue Manning

Director, Forest HR Ltd



email: sue@foresthr.co.uk mobile: 07939 269612

The Bothy • Abbotswell Road • Frogham • Fordingbridge • Hampshire • SP6 2JB

RECRUITMENT PACK

Senior Research Evaluation Manager

Dear Applicant

I am delighted that you are interested in joining the Medical Research Foundation. If you work for us, you will play a key role in advancing medical research, improving human health and changing people's lives.

Many of the diseases and conditions that affect human health have been cured or overcome as a result of medical research. But there will always be more to do. Although significant resources are being spent around the world developing exciting new treatments and therapies, there are areas of medical need that receive little or no support - and people's lives that see no improvement. That's where we step in.

The Medical Research Foundation is an independent charitable foundation. Formed by the Medical Research Council (MRC), we fund and support the most promising health research wherever we discover great opportunities that are not being pursued. We use our donations responsibly and ensure we make the greatest impact where it is most needed. We meet the highest research standards through our unique connection with the MRC.

Our work is underpinned by the following core values:

Daring

We dare to be different. We invest in promising medical research receiving little or no support.

Diligent

We spend every penny wisely. We ensure all donations are directly invested in medical research.

Human

Our shared humanity underpins all medical research. We have an unwavering conviction in our responsibility to change lives.

Smart

We will rise to any challenge. We fund the most promising medical research whenever and wherever we are best able to.

We have a talented and committed team who care deeply about and who all contribute to fulfilling our mission.

I hope you will be as inspired by our vision to improve human health as we are. If you are successful in securing a role with us you will be playing an important part in:

Changing medicine today. Changing lives tomorrow.



**Angela Hind PhD
Chief Executive**

THE ROLE AND OUR REQUIREMENTS

Senior Research Evaluation Manager

ROLE PURPOSE

You will be responsible for generating insight and evidence to measure the impact of the Medical Research Foundation's support for medical research, and developing and managing processes for reporting research outcomes and impact.

ABOUT US

Why the role is important to us

In order to change medicine and change lives, we need to fund the very best medical research and the very best researchers whose work will have an impact on understanding about diseases and health conditions and has the potential to change prevention, diagnosis, treatment or interventions. To fund more of this research, we need to be able to persuade donors that what we do is impactful and that the funding that we provide makes a difference, as well as deliver on our strategy of funding research which is high need, low investment. To do this we need to capture and report on the outputs and impact of the research that we support and present the data and tell the stories that demonstrate impact. You will provide leadership for our monitoring and evaluation processes and ensure that we have a sound evidence-base to support our funding schemes and of the outputs and impact of individual research projects.

What you will do

You will:

Systems and processes

- develop appropriate M&E systems and tools that align with our new Theory of Change and M&E framework to demonstrate the impact of funding calls and schemes.
- build in data protection standards and be a data guardian.
- optimise the use of the existing Researchfish and end-of-grant reporting tools.
- optimise other data collection points to support M&E e.g. applications.
- implement, review and revise the new M&E systems and tools.
- continually monitor and update the Theory of Change approaches to evaluation and impact management to inform our work and strategies.
- develop a three-year schedule of M&E activities and reviews, evaluate and revise for the future.

Data collection and analysis

- oversee the annual Researchfish submission exercises, ensure data quality standards, analyse the data and report accordingly.
- oversee end-of-grant scientific reporting, review the reports, follow up with researchers using structured M&E tools to capture key impact data and stories.
- collect data through other tools and at other key time points (qualitative and quantitative methodologies e.g. through structured interviews), analyse the data.

- keep abreast of tools and methods for M&E and data visualisation, and be a source of expertise in this area.

Communication of outcomes and impact

- lead on impact reporting; write and contribute to reports; present to our Board of Trustees and wider external audiences.
- work closely with the Communications team to produce a regular external impact report and research/researcher case studies.
- work with the Development team to develop materials to tell the stories of the impact of our research to help to raise funds to new research.

In addition, you will also

- carry out any other reasonable duties.
- identify opportunities to continually improve our activities and impact.

Who you will work with

You will work in the Research Team. You will report to the Head of Research and you will manage one part-time Grants & Evaluation Officer.

ABOUT YOU

Who you are

You are inspired to help us to deliver our vision to advance medical research, improve human health and change people's lives. Our vision is so important that we need the very best people to help us achieve it. Our team is proud to work for the Medical Research Foundation. We are ambitious for the Medical Research Foundation and for ourselves. We are approachable - providing advice to everyone and explaining our work. We are dedicated and committed to achieving the most for our donors and our researchers. And we are involved – constantly looking for new ways to engage and improve. We love our work and we will be looking for this in you too.

We are looking for someone with experience of monitoring and evaluation, who can use their knowledge and experience to develop in this role. We are interested in hearing from candidates who are self-motivated to develop in areas they have less experience of.

What you will bring to the role

You will have demonstrably strong experience of some or all of:

- implementation or management of monitoring, evaluation and impact assessment and reporting
- data collection and collation using both qualitative and quantitative methodologies
- managing databases and interpreting and analysing large volumes of data
- reporting on outcomes and impact for a wide audience.

You will be able to:

- demonstrate an understanding of theories, concepts and approaches to evaluation
- demonstrate expertise of monitoring, evaluation and impact frameworks and systems
- demonstrate strong data collection, visualisation and analysis skills
- demonstrate a good understanding of data management and GDPR

- communicate clearly and concisely in writing and verbally with colleagues, scientists and other stakeholders
- think critically and creatively
- motivate yourself and others
- demonstrate high level of IT skills, specifically excellent M/S Word and Excel.
- work confidently in a team and be self-motivated to work alone

Personal attributes

You will be:

- Ambitious - for the organisation, yourself and for human health
- Approachable - ready to engage, talk and explain to anyone
- Dedicated - willing to go the extra mile
- Involved - constantly looking for ways to engage and improve

Non-essential attractive extras

You might also have:

- Experience working in a biomedical sciences research or research funding environment (e.g. charity, university, public sector).
- Educated in sciences at post graduate level.
- Researchfish and other widely used databases (eg Dimensions) experience
- A broad understanding of issues relevant to medical research
- Experience of planning and managing strategic projects
- Experience of presenting and communicating complex concepts to non-expert audiences

OUR OFFER

(For information purposes, only)

Salary	c. £43,000 (<i>pro rata for part-time post</i>) dependent upon experience. Annual pay award, performance award scheme and other rewards.
Pension	We offer an auto-enrolment scheme with Standard Life. On employment, we will double-match your contributions to a maximum 10% (employer contributions). There is no qualifying period.
Working hours and contract duration	Part-time, hours in the range 0.5-0.7 FTE (18-25.2 hours per week) will be considered, worked over 3-5 days per week (negotiable). Fixed-term for two years in the first instance. Flex-time system and core working hours of 10am to 4pm. Some opportunities to work from home. This role will occasionally require the post holder to work additional hours to cover meetings and travel. No additional salary is paid.
Annual leave	<ul style="list-style-type: none">■ 30 days plus public holidays (pro-rata).■ April to March holiday year.
Other benefits	<ul style="list-style-type: none">■ Employee assistance benefits■ Other health-related benefits■ An opportunity to make a difference to human health■ Fantastic colleagues
Location	You will work for part of the week in our own office in a shared office building, 49-51 East Road, London N1 6AH, and part of the week remotely.
Probation period	Six months
Notice period	3 months, after successful completion of a six-month probation period.