

# Evaluation Manager

The Education Endowment Foundation isn't just a grant-funder, nor just a research organisation. What we are is a charity with a moral imperative – to support teachers and senior leaders to raise the attainment of 3-18 year-olds and close the disadvantage gap – which roots its response to this educational challenge in the best available evidence.

[Find out more at the EEF website.](#)

## The role

### Its importance to the EEF

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. We then commission an evaluation, largely using randomised controlled trials, to build on and extend the existing evidence. The EEF's approach to evaluation is described in more detail here: [Process and people | EEF \(educationendowmentfoundation.org.uk\)](#)

Evaluation Managers will be primarily be working on evaluations related to our Accelerator Fund work, which is funded by the Department for Education to improve school access to evidence-informed programmes that have the potential to raise pupil attainment in maths and literacy.

*It should be noted that this work is not yet confirmed, however, we expect this to happen by late-September and in light of the pressing timescales we are starting the recruitment before the funding for this work can be confirmed.*

### Your main responsibilities

- 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
- critically reviewing evaluation proposals to ensure proposed designs are high quality and cost-effective and that the most suitable evaluators are matched with projects
- liaising between external project and evaluation teams to ensure the project evaluation designs are as high quality as possible and set-up effectively

- managing evaluation contracts and budgets, monitoring delivery of evaluation plans and providing support when problems arise
- conducting technical reviews of trial protocols, statistical analysis plans and trial reports
- working closely with EEF's Programmes and Dissemination and Impact teams to ensure that published reports are of high quality and effectively communicate findings to an audience of practitioners, academics, policymakers and the general public
- developing and improving resources to clarify best practice and build the capacity of evaluators to conduct high quality research.

### Other Responsibilities:

- contributing to the operational and strategic development of the EEF
- undertaking other duties which may from time to time be requested by the Head of Evaluation / Director of Research / Chief Executive.

### Your team

You will be part of the EEF's Evaluation Team, an expert team responsible for commissioning high-quality, 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.

## What we're looking for

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

- A commitment to the aims of the EEF and a genuine interest in the education sector
- Understanding of technical aspects of evaluation methodologies (randomised controlled trials, non-experimental designs, choice of outcome measurement, implementation and process evaluations, etc.) and an ability to identify high quality evaluation plans and reports
- An ability to manage relationships and communicate with practitioners, academics and policy-makers
- An ability to work flexibly and proactively in a small, ambitious organisation
- A degree in an education, economics, policy, statistics, data science, sciences or health-related subject
- Experience in delivering or commissioning quantitative evaluation projects in education, health, or another related field
- Experience of working in a busy environment and managing multiple demands
- Organised and methodical approach, with excellent project management skills and ability to manage multiple projects simultaneously
- Able to work independently with strong attention to detail and commitment to fact checking own work
- An ability to work closely across various teams i.e. Programmes
- Initiative and curiosity to quickly understand the EEFs' activities and independently solve problems
- Outstanding communication skills, both written and verbal, with a track record of communicating complex information to a variety of audiences
- A strong track record of delivery and achievement
- An ability to work independently as well as part of a team, offering a hands-on approach.
- A proactive, flexible and pragmatic approach to evaluation, with an ability to balance a commitment to rigour with accessibility and impact
- IT literate (proficient with Excel, PowerPoint & Word)
- Knowledge, understanding and personal commitment to Equality and Diversity across all areas of work.

In addition, there are a few desirable skills for this role which could help you to stand out. Great if you already have them, but we don't expect any candidate to have them all, and will provide training as required for the right candidate:

- Experience of leading a range of research and evaluation projects and conducting relevant statistical analysis
- Experience working in education, health, or another related field
- A PhD or Masters with training in quantitative methods

The main responsibilities of this role are as described here. As our needs as a charity change, we may need to make reasonable changes from time to time, in consultation with you.

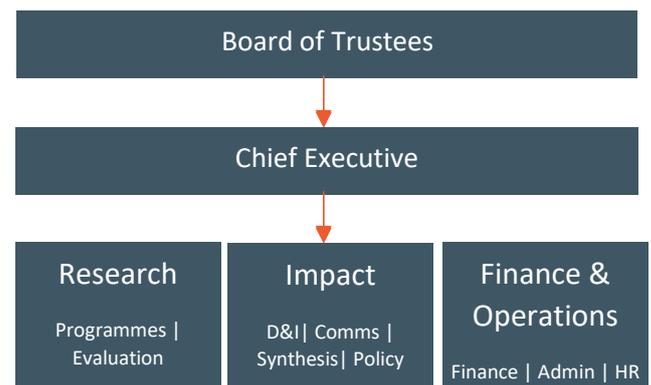
## How the role fits into your team and the EEF

**Team:** Evaluation

**Line manager:** Senior Evaluation Manager



**EEF organisational structure**



## Working at the EEF

**Location:** London (hybrid)

**Contract:** Fixed Term, until min August 2024, max August 2025

**Salary:** c.£40,000 - £50,000 (D.O.E)

Key benefits available to all EEF staff:

- flexible start and end working times (core hours between 10am and 4pm)
- flexible working opportunities
- 27 days' holiday a year (plus 8 bank holidays)
- pension matched with 5% employer contributions
- life insurance cover
- interest-free season ticket loan and cycle scheme
- enhanced maternity, paternity, adoption and shared parental leave pay (conditions apply)
- confidential Employee Assistance Programme to help you deal with any personal and professional problems

## How to apply

If this sounds like the opportunity for you, please submit your application via our online recruitment portal.

### Key Dates

**Applications Open:** 15<sup>th</sup> June 2022

**Applications Close:** 11<sup>th</sup> July 2022

**Interviews:** w/c 25<sup>th</sup> July 2022 and 1<sup>st</sup> August

If you have a disability and can demonstrate that closing this post early would impact on your ability to submit an application on time, please contact our Human Resources team to request arrangement for an application to be submitted within the original time-frame.

### Contact us

Thank you for your interest in working at the Education Endowment Foundation (EEF). If you have any queries, please contact us on [recruitment@eefoundation.org.uk](mailto:recruitment@eefoundation.org.uk)

### Diversity and inclusion:

The EEF is committed to creating a diverse environment and ensuring that all qualified applicants receive equal consideration for employment. We are committed to fair and inclusive recruitment practices and are open to job shares, secondments, part-time, and flexible working schedules.

### Things to know:

- All EEF staff are subject to a check by the Disclosure and Barring Service (DBS). The level of check which will apply shall be an "Enhanced" level check.
- We regret that we are unable to sponsor visas for applicants from outside of the EEA.

### Equal opportunities monitoring form:

The EEF is committed to create a workforce that is diverse, promotes inclusion and supports everyone to progress and achieve, regardless of background characteristics.

To assist us in understanding how we are progressing to meet these aims and to identify areas for further focus, we are seeking your support to collect information to produce and monitor equal opportunities aggregate statistics.

As part of the application, you'll be invited to complete an Equal Opportunities section. Completing this section is not mandatory and will not affect or be linked to your application.

