**Senior Evidence and Evaluation Officer**

IMPACT & EVIDENCE DIRECTORATE

**Term:** Full Time Permanent – 37.5 hours per week

We offer flexible working and consider alternative patterns of work.

**Salary:**  £30,000 to £35,000 per annum

**Reporting to:** Evidence and Evaluation Manager

**Location:** This role can be based at any of our hubs located in London, Birmingham or Leeds. We currently operate a hybrid model of two-days per week in the office and three-days from home. You must also be prepared to travel to the other hub locations requiring up to six overnight stays per year of 1-2 nights each.

**Transforming youth employment**

The Youth Futures Foundation is an independent, not for profit organisation set up to tackle youth unemployment with a £110 million endowment from the Reclaim Fund. We are looking for bold and impactful ways to help young people find and keep good jobs.

There are nearly 1 million young people not in education or employment in the UK. Under-25s make up almost two thirds of the total fall in employment during the pandemic, with those from ethnic minority backgrounds disproportionately affected. Recent falls in employment have been four times higher for young Black people and nearly three times higher for young Asian people. Young people typically work in occupations that have been impacted most by the pandemic, such as hospitality and retail. Of people put on furlough, 47% were aged 16–24. There is a significant risk that a generation’s future will be blighted by the scarring effects of long-term unemployment.

We are an ambitious organisation that wants to tackle the root causes of youth unemployment for young people from marginalised backgrounds. To do that, we are focused on three priorities:

1. **Changing the youth employment system** by working in partnership with organisations, policy makers and young people to address structural and systemic barriers
2. **Creating opportunities with employers** to recruit and retain more young people from marginalised backgrounds
3. **Building capacity with practitioners** to support and train more young people from marginalised backgrounds to be ready for work.

**JOB DESCRIPTION**

The Senior Evidence and Evaluation Officer will work in a dedicated Impact and Evidence team, working at the heart of Youth Futures Foundation – a certified What Works Centre. You will be crucial to Youth Futures’ ambition to hold the largest repository of robust evidence and evaluations of what works to support young people into good jobs. You will manage commissioned evaluations across multiple funding streams, including our flagship What Works Programme funding the highest quality evaluations of youth labour market interventions, systems change and employer funds.

The Senior Evidence and Evaluation Officer will support all aspects of the commissioning of Youth Futures evaluations, from design to dissemination. This will include: working closely with Youth Futures’ grants teams to ensure funded programmes are supported within the set-up phase; supporting grantees through their evaluation journey and ensuring that all evaluation and evidence outputs are consistently high quality and make clear, practical, and impactful recommendations for practice and policy. In addition, you will work collaboratively and creatively with other team members to develop new funding streams and independent projects in alignment with our organisational goals.

In this job, you will the opportunity to work in a multi-disciplinary, people-centred organisation working towards an ambitious and exciting mission. You will also have access to our expert advisory and evaluation panels, which are comprised of leading experts in the fields of evaluation, policy, and youth employment. As a part of a young organisation, you will be able to make your own mark on our strategy and have the potential to shape the future of youth employment policy and services.

In the Evidence and Evaluation team, we value the diverse attributes, skills and expertise of individual team members aiming to align methodological specialisms or subject or policy expertise to lead roles within the team. You will have a chance to build your areas of expertise while continuous learning on cutting-edge evaluation methods through our expert groups, training programmes and your team peers. If you have a passion for finding out how things work *and why,* we will support you to do this to best effect.

**Key responsibilities**

**Evaluation**

* Critically review evaluation proposals to ensure designs are high quality and cost effective and that the most suitable evaluators are commissioned
* Manage individual evaluations from design to commissioning to dissemination, including:
* designing the call for proposals (e.g., deciding evaluation aims, objectives, and key research questions) in collaboration with relevant stakeholders
* assessing the quality of submitted evaluation proposals
* liaising with evaluators and grantees to develop effective research and evaluation tools, from evaluation mobilisation to final reporting
* review feasibility studies for further evaluations and funding continuation, presenting to the Grants & Evaluation Committee when necessary
* Support grantees in the first year set up/ development phases to understand their theory of change, programme fidelity, data requirements
* Manage evaluation contracts and budgets
* Monitor delivery or evaluation plans and provide support as required
* Support on ad hoc projects that facilitate the development of our evaluation team’s objectives and functioning

**Other responsibilities**

* Work collaboratively with other Youth Futures’ teams to carry out projects that achieve organisational goals, such as internal steering group committees
* Contribute to Youth Futures’ broader evidence requirements, youth participation strategy, and good practice toolkits

**PERSON SPECIFICATION**

**Knowledge and experience**

* Knowledge or experience in evaluation methodologies (e.g., programme theory, process, impact and RCT trial design) gained within a commissioning or research setting
* A good track record in project-managing successful research and evaluation projects
* Good experience of critically appraising qualitative and quantitative data, youth employment evidence and literature
* Experience in effectively communicating research and evaluation findings (both written and orally) to different audiences
* Sound experience and understanding of MS Office 365 applications, Teams and SharePoint and ability to use online/remote working tools

**Skills and Competencies**

* Analytical and methodical
* An excellent manager of evidence and evaluation projects (ideally within the commissioned research and evaluation field)
* Excellent qualitative and quantitative research skills
* A trouble-shooter, who can anticipate, identify project issues, and engage different internal and/or external people to productively resolve these
* A collaborative team member with a clear passion to improve the youth employment landscape, but also a person who understands when to take the initiative, be proactive and work independently
* Relevant qualification in a social science or related discipline, ideally with strong quantitative and qualitative elements
* Excellent written and oral communication skills

**Mindset**

* This is an exciting opportunity in a young organisation. As such, many of the systems and processes that are normal in an established organisation either do not exist or are newly forming.
* To be successful in this role, the candidate will need:
* to thrive when operating in uncertainty
* a proactive and flexible approach, able to identify and take forward opportunities and work effectively in partnership with others.
* a positive and can-do attitude, willing to roll their sleeves up to get into details where necessary
* a willingness to collaborate internally and externally to achieve our mission

**THINGS TO KNOW**

As part of Youth Futures Foundation’s safeguarding policy, all employees are subject to a basic Disclosure and Barring Service (DBS) check

*The young people we aim to serve – and the challenges they face - are all unique. We are looking to build a team that reflects this diversity. Our commitment to inclusion across race, gender, age, class, religion, identity, and experience forms the cornerstone of our work. We are an equal opportunities employer, welcoming applications from all sections of the community.*

*We are particularly keen to encourage people with lived experience of the challenges facing young people in the labour market, and committed to supporting you in your application. Please contact us if you require any additional support.*

*Internally, we encourage an open, collaborative and inclusive working environment.*