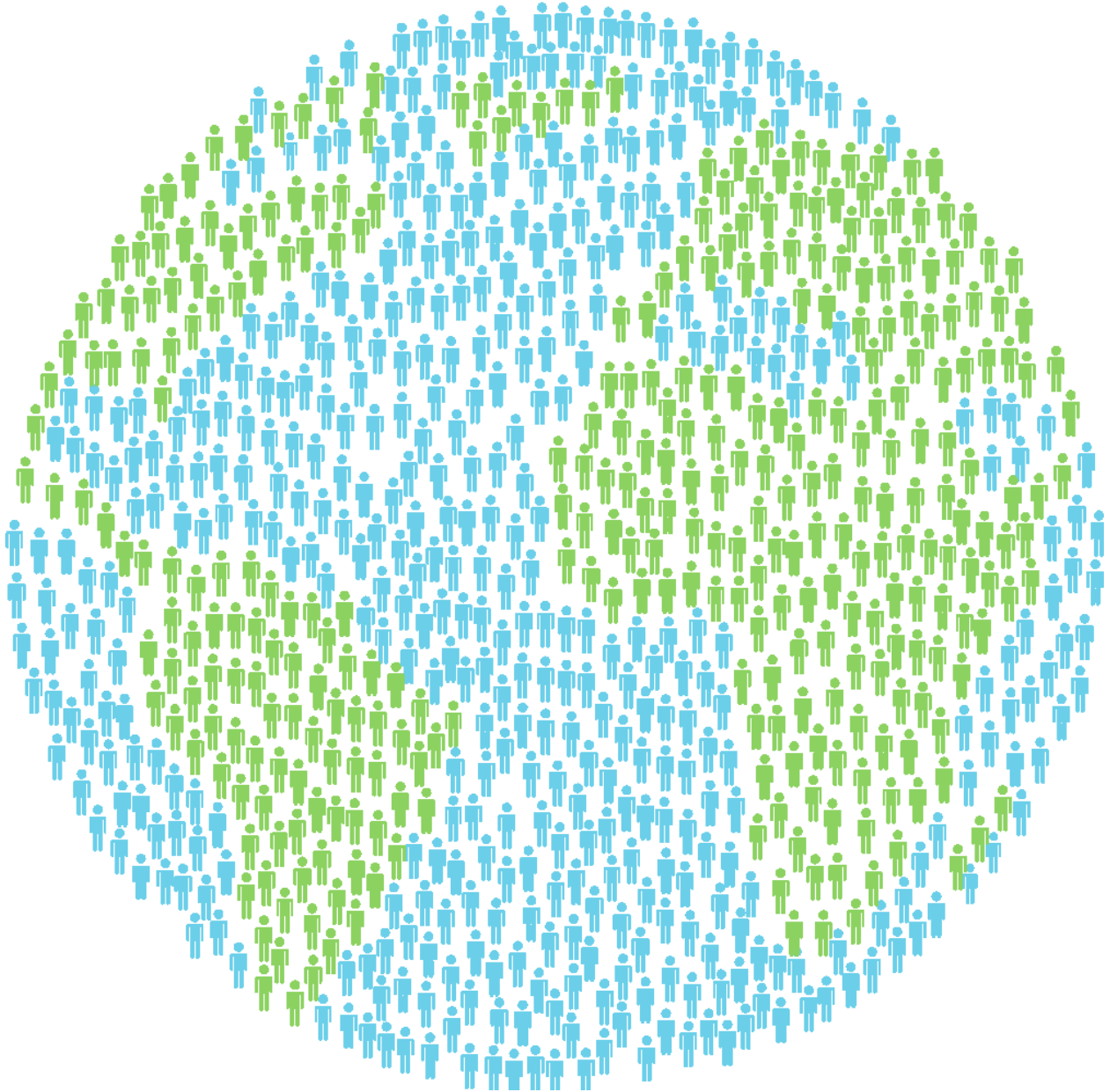


APPOINTMENT BRIEF

CHAIR OF BOARD OF TRUSTEES, UK EVALUATION SOCIETY

During 2023, the Society is in transition to become a company with charitable status. The current title of this role is President of The Council. This will change to Chair of the Board of Trustees when charitable status is granted.



WELCOME

I am delighted that you are interested in the role of Chair of the Board of the UK Evaluation Society. I strongly recommend this role to anyone who is committed to developing and enabling The Society as a dynamic force in public policy making.

This is an important and exciting time in the life of The Society.

We are a membership organisation founded in 1994, as a company limited by guarantee.

In 2020, the Board took the decision to grow the membership and increase the range of its programme. Since then, The Society has more than doubled in size. It has shifted from an organisation which largely functioned around an Annual Conference and a few activities, to one which runs regular events and training about evaluative practice and for professional development, for members and the public. The Society is currently seeking charitable status.

The Society embraces a broad concept of evaluation, evaluative thinking and practice, which is transdisciplinary and draws interest across a wide range of sectors. This includes those who identify themselves as evaluators, as well as data analysts, statisticians, researchers, commissioners and managers of evaluations, and policy makers from all sectors.

Looking to the future, we wish to consolidate gains made over the past few years and grow our impact. This includes a desire to build on the increased spotlight towards evaluation across the UK Government and wider afield, and to strengthen links across professional communities who use evaluative practice. In addition, we are seeking to foster a dynamic community which builds and shares robust evaluative practice, is positioned to contribute to effective policy making, including public policy, and is building towards equity, diversity and inclusion.

We have made great progress in transitioning to a new phase in our development. The Council now seeks a Chair to take the Society to the next level.

We seek an individual with proven senior leadership skills who can translate strategic vision into tangible change, is able to leverage a wide set of contacts and networks across UK research, government, agencies and preferably internationally, and who is experienced in building capacity, direction, and profile.

If you seek a leading role in guiding the direction of a growing and dynamic organisation, please read on!

Bridget Dillon, current Chair, The UK Evaluation Society



BACKGROUND

The Society is the leading membership organisation for those working in the broad field of evaluation, and evaluative thinking and practice in the UK. 2024 will mark the organisation's 30th anniversary.

The Society has a diverse and inclusive membership of evaluation professionals including practitioners, commissioners, academics, and those interested and engaged in the broad field of evaluation – whether conducting evaluations, engaging in evaluative practice, using evidence, studying, assessing, experimenting – from national and local government, the research community, consultancies and the voluntary sector, and internationally. Members are welcome from any professional background and from anywhere in the world.

The Society is a member of the Academy for Social Science (AcSS), National Council for Voluntary Organisations (NCVO) and is the UK Voluntary Organisation for Professional Evaluation (VOPE) which feeds into the wider European network of national agencies. The Society connects with a number of global evaluation networks including, The international Evaluation Partnership Initiative (EVALPartners) and the International Organization for Cooperation in Evaluation (IOCE).

OUR MISSION

On behalf of our members, we will strive to:

1. Promote the value of evaluation and evaluative thinking in policy and strategy, service delivery, initiatives and programmes across sectors and funding environments.
2. Strengthen all aspects of evaluation practice by clarifying and encouraging good practice across the evaluation life-cycle – including the commissioning, design and delivery, and use of evaluation.
3. Encourage and support innovation and change in evaluation practice and, where appropriate, foster the adoption of new approaches and methods.
4. Protect and promote principles of equality, diversity and inclusion, and ethical practice across the evaluation community.

HOW WE WORK

We aim to fulfill our mission to enhance our impact, through a range of practices including:

- Connecting and networking the community of those commissioning, working in and using evaluation
- Provision of learning and training events
- Convening – stimulating debate on topical evaluation issues and evaluative practice

CHAIR OF BOARD OF TRUSTEES, UK EVALUATION SOCIETY

- Providing professional guidelines for evaluation practice for commissioning and the delivery of evaluation
- Providing resources to support ethical considerations in evaluation
- Sharing evaluation materials and news
- Reaching out to wider audiences to advocate for and represent evaluation.

This is achieved both via independent work and via collaborative activities with partners where appropriate.

WHAT THE SOCIETY DOES

The Society hosts a flagship Annual Conference, organises events of topical interest in evaluative practice, training courses and provides learning opportunities for those seeking to build their professional development. This includes a range of formal and informal activities, online and sometimes in-person, to reach a wide community, designed to build robust practice, up-to-date knowledge and to enable networking – from webinars, meet the author, masterclasses, to round table discussions, and its own designed ‘tool shares’, and ‘Evaluators’ WeBiBar’, communities of practice, coffee roulette, and ‘Evalnatter.’ The type of events evolve over time and according to demand.

We are also currently expanding our training programme to include the development of softer skills associated with evaluative practice, and beginner level courses, in addition to methods-based training.

Looking forward, The Society is planning to strengthen its professional development pathways and its knowledge resources over the next year.

HOW THE SOCIETY OPERATES

GOVERNANCE

In 1994, The Society was constituted as a company. We are currently in a state of transition. We are governed by our current constitution, and aim to move to new articles when we gain charitable status which is anticipated in 2023.

The Society is governed by a Council of approximately 12 members, with three office holders – President, Treasurer and Secretary. There is an Executive Committee, which meets online 4 times a year to handle any interim business on behalf of the wider Council. This comprises the office holders, and the leads of the Standing Committees and the Executive Director (ex officio).

There are three standing committees which have oversight of key aspects of the Society:

- Governance, partnerships and finance
- Professional development, training and regular events
- Communications, membership and marketing.

The Council meets four times a year – at least once in person and the rest online. Standing Committees meet online. Council Members are elected on 2 year terms, extended to 3 in the transition period and thereafter, and expected to give on average 12 days per annum. Some Council members are appointed to ensure the overall Council has the appropriate skills, and to ensure that diversity is actively sought. All Council Members are bound by Standing Orders. (please email recruitment@evaluation.org.uk to access this information). The Council is responsible for steering the strategic direction of the Society, ensuring good stewardship of funds and oversight of delivery of the mission. The current strategy cycle runs until the end of 2024.

MANAGEMENT

The Society is managed by a part-time Executive Director through a virtual secretariat. The Executive Director is supported by a part-time virtual business manager and an agency based virtual assistant. This business model is currently evolving and will potentially include adding another role to this complement in 2023/4.

INCOME

The Society's income comes largely from membership, training and the annual Conference. We are in a good financial situation and looking forwards are looking to broaden and strengthen our financial base.

Initial priorities for 2024 include:

1. Strengthening and projecting The Society as a dynamic locus for evaluative thinking and practice.
2. Broadening and strengthening the financial base of The Society.
3. Positioning The Society to enhance use of evidence and wider evaluative practice in policy making.

STATUTORY DUTIES OF ALL TRUSTEES

We set out the statutory duties for the Chair and all Trustees:

- Ensure The Society complies with its Articles of Association, charity law, GDPR, and any other relevant legislation
- Ensure that The Society pursues its objects as defined in the Articles of Association
- Ensure The Society uses its resources exclusively in pursuance of its objects
- Contribute actively to the Board's role in giving strategic direction to The Society, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets, and to deliver in timely fashion
- Taking decisions in The Society's interests
- Safeguard the good name and values of The Society
- Ensure financial stability of The Society
- Protect and manage the assets of The Society and to ensure proper investment of the Society's funds
- Appoint, support and monitor the performance of the Executive Director.

ROLE PROFILE

Term: Three years, renewable for a second term of three years. (According to current constitution 2 years, however after transition to charitable status this will be 3 years).

Location: The role is based virtually in the UK – there is no physical office.

Proximity to London is desirable.

Time commitment: Estimated 25 days per annum

Responsible to: Board of Trustees

Responsible for: Line management of the Executive Director

Board Meetings: Four times a year online, with at least one meeting in-person. Executive Committee meetings are held online, four times a year. Board and Committee meetings are set on a 12 month rolling basis.

PURPOSE OF CHAIR'S ROLE

- Lead on values of The Society and provide effective leadership, direction and governance of the Board of Trustees, enabling them to fulfil their responsibilities for the overall governance and strategic development of The Society
- Convene Board meetings and set the agenda, working closely with the Executive Director
- Work with Trustees and external contacts to build strong relationships to influence and advance The Society 's mission.

GOVERNANCE

- Ensure the Board fulfils its responsibilities for governance of the Society, and that The Society acts in accordance with regulatory, Charity Commission and financial reporting requirements
- Ensure that the approved values and mission of the organisation are upheld in all decisions and decision-making processes of The Board
- Ensure that the performance of the Board and the Trustees is reviewed on an annual basis

CHAIR OF BOARD OF TRUSTEES, UK EVALUATION SOCIETY

- Build a collegial and cohesive Board culture ensuring clarity of purpose, accountability and effectiveness and support the Trustees in maximising their contribution
- Ensure Board recruitment is as diverse as possible and that it provides the range of knowledge, skills and experience necessary to support the organisation
- Plan and conduct Board Meetings, ensure Chairs of the Standing Committees are appointed and that Board decisions are implemented.
- Ensure good stewardship of The Society's resources.

STRATEGIC LEADERSHIP

- Lead the Board, working closely with the Executive Director, in strategic development and direction of The Society
- Ensure the Board has a shared vision of The Society's future as well as an understanding of the external environment and risks and opportunities.
- Be a trusted adviser to the Executive Director, serving as a regular sounding board, providing guidance, support and constructive challenge
- Annually appraise the performance of the Executive Director, drawing on feedback from Trustees and Staff.

EXTERNAL RELATIONS

- Represent The Society at various events, conferences, meetings with partners, actively encourage and contribute to growing network
- Ensure Board of Trustees promotes The Society and promotes its profile.

PERSON SPECIFICATION

This is a voluntary role; it is not remunerated. Out of pocket expenses can be claimed for travel on behalf of the Society's business.

ESSENTIAL

Demonstrate:

- Commitment to objectives, Mission of The Society, Standing Orders
- Commitment to legal duties, responsibilities and liabilities of trusteeship
- Ability to give 25 days per annum to the role
- Experience of working with leaders from different perspectives and cultural backgrounds
- Integrity and ability to exercise sound, independent judgement, and ability to think creatively
- Awareness of inclusive and transparent processes for decision-making
- Excellent contacts and networks across a broad set of evaluation stakeholders
- Excellent written and oral communication skills, preferably in a public commentary/public speaking setting.

Demonstrate Ability to Lead:

- The Board – inter alia setting and delivering agendas, oversight of The Society's activities, chairing meetings, succession planning, induction of new trustees
- Strategic vision – ability to develop and maintain The Society's direction, and strategy
- Promotion of The Society's membership, programme, profile
- Thought leadership in robust evaluation and its practice
- Oversight of good financial management and good stewardship of resources, appropriate policies and procedures
- Complex decision-making
- Delivery – good performance of delivery, and include where applicable in a Board role, in the past 3 years.
- Provision of management support to Executive Director.

DESIRABLE

- Prior experience as Chair or Trustee of a Board

HOW TO APPLY

Nominations are welcome from individuals from diverse backgrounds. The successful person must be a member of the Society at time of appointment.

To apply to be the next Chair of the Board of Trustees, please provide the following:

- An up to-date CV, including contact details of two referees
- A statement in support of your application, explaining your motivation and interest in the role and how you meet the requirements – maximum 2 sides of A4
- Completed Member proposer and seconder, and Declaration form (please email recruitment@evaluation.org.uk to access the form)

For an informal discussion about the role, please contact Bridget Dillon, current President of the Council Bridget.Dillon@evaluation.org.uk.

Send your application to recruitment@evaluation.org.uk clearly marked 'Chair Application'. Applications will be acknowledged, and will be reviewed by the Nominations Panel.

Closing date :

1700 hrs (British Standard Time) Monday August 1st 2023.

The Nominations Panel will interview those who best meet the criteria.
In the event of two or more suitable candidates there will be a member ballot.

Appointment to be made in September 2023.

Role to commence as soon as possible between mid-October 2023 - January 1st 2024.