

Executive Director

Job application pack

Welcome

The UK Evaluation Society was established in 1994 and is the leading organisation for professionals in the field of evaluation in the UK.

We made an exciting step-change in 2023 to drive a new chapter for the organisation. This was largely driven through growth of our internal capacity, which included the recruitment of our inaugural Executive Director (ED), Virtual Business Manager (VBM) and Membership & Operations Administrator (MOA).

Our inaugural Executive Director was purposefully recruited on a short-term contract to consolidate, and strengthen our existing work, and to initiate a new period of growth. This included the development of a refreshed high-level strategy for the organisation, which has been agreed in principle by the Board. Having completed this initial period of work, we have an exciting opportunity to recruit our first permanent ED, who will work alongside the Board, VBM and MOA to bring the new strategy to life.

Thank you for taking the time to read this information pack. We look forward to hearing from you.



About us: Background

- The UK Evaluation Society, established in 1994, is a member of the UK Academy of Social Sciences and is the UK's leading membership, voluntary organisation for professional evaluation (VOPE). The Society seeks to appeal to both academics and practitioners, including those working for example, as researchers, policy makers, independent consultants, private sector, civil servants, and NGOs. The Society seeks to welcome anyone working in the field of evaluative practice, whatever sector. Whilst its membership is largely in the UK, its reach also attracts those from wider Europe and beyond. This range of members brings rich and wide experience which is important to the Society.
- There are currently over 1,000 members – both individual and from organisations - including a number of students. It operates mainly online (Zoom) and runs an Annual Conference, and a range of events and training over the year. See The Society's Mission statement, <https://www.evaluation.org.uk/about-us/mission-statement>
- The Society seeks to apply ethical standards, and strives to ensure equity, diversity and inclusion.

About us: Our mission and values

The UK Evaluation Society supports the future of evaluators by promoting and improving the theory, practice, understanding and utilisation of evaluation. On behalf of our members, we 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
5. Ethical practice across the evaluation community.

We're committed to inclusion, equity and diversity in all its forms, and value all voices and perspectives. Our members include evaluation professionals, practitioners and commissioners from national and local government, the research community, consultancies and the voluntary sector.

About us: We are growing

- The Society has been on an upward trajectory since 2020, after Council took the decision to grow the organisation. Membership has more than doubled and we now host a range of highly successful regular events and training sessions throughout the year. Our vision is to be a convenor and connector bringing together different constituencies in the field of evaluative practice, and cross-sector on key, current topics of interest; to champion aspects of evaluation practice and policy; to foster a vibrant community through building capacity and mobilising our membership.
- The Society is seeking charitable status and hopes to achieve this in 2024. This is in order to widen prospects for financial sustainability and to enhance capacity and delivery for our members and to enable us to make a substantive contribution to public education on evaluation.

About us: What we are looking for

We are seeking a dynamic, passionate individual to take on the role of Executive Director at the Society. You will lead a small but highly engaged staff team to deliver on the Society's activities, build its reach and membership, and develop a long-term strategy for the organisation, developing partnerships and projecting the UK Evaluation Society in both the domestic and the international community.

This role requires a mix of operational and strategic engagement

The Executive Director will work closely with the Council and President to set the agenda and in line with the Society's priorities. This is an exciting time for the Society.

We seek an Executive Director who relishes and embraces the challenges and excitement of leading change. Someone who is a strong, timely, quality deliverer, and who has the passion and energy to help build The Society into a sustainable, growing and resilient organisation with a continued good reputation, which in turn can give evaluative thinking and practice greater profile in the UK.

A 'can do' problem solving approach will be an important asset.

Why join the team and take on this role?

Why support the evaluation profession?

It is a pivotal time for the profession and The Society, which has big ambitions to support the effective growth of the profession.

Why join the team?

You'll be joining a new fast growing team, which is dynamic, people-centred and innovative in its nature. As the engine-room of The Society, the team will be at the forefront of shaping and operationalising The Society's activities - in close collaboration with the Board.

Why take on this role?

If you would like the opportunity to make a real impact on evaluation in the UK and beyond, then this is the role for you!



Why join us?

About the role



Title: Executive Director

Contract: Permanent

Hours: Full-time with part-time (minimum 30 hours) and flexible working considered; subject to successful completion of a probationary period of three months

Salary circa £72000 per annum depending on experience and qualifications

Location: Remote, with some travel to London and possibly wider in the UK to support facilitation of our annual conference/events

Reporting to: Board of UKES (Direct report to Chair of Board)

Responsible for: Direct and indirect reporting lines from all UKES staff, freelancers and volunteers.

Job description

Vision and Strategy	<ul style="list-style-type: none">• Develop a medium-to-long term business plan with clear vision for growth and understanding of avenues for raising funds and developing income• Work with the Board to finalise the refreshed strategy and prepare business for approval by the Board• Develop underpinning business plan and implement agreed strategy and ensure all activities embody The Society's commitment to inclusion, equity and diversity in all its forms• Horizon scanning to keep abreast of the evolving nature of evaluative thinking and practice, including the contexts within which they are becoming more commonly used, emerging and innovative approaches and the individuals and organisations that are thought leaders in this space
Management and administration	<ul style="list-style-type: none">• Oversight of effective administration of the Society's activities, including membership, financial management, income generation and good stewardship of resources, including planning, budgeting, and contracting• Lead and manage The Society's team, including professional development• Inform and oversee planned upgrades to The Society's membership and communications infrastructure• Advise and service the Board and provide regular performance reports
Partnership building and fundraising	<ul style="list-style-type: none">• Build new and maintain existing relationships with collaborators, partners, thought-leaders and sponsors• Develop a fundraising strategy for The Society and associated funding submissions• Seek sponsorship for events
Events	<ul style="list-style-type: none">• Work with the Board to develop major events (including the flagship conference) and an effective events programme, and oversee (and where required) lead the delivery of these• Lead co-ordination of the Society's overall programme/offer, ensuring it is both dynamic, and meets members needs• Mobilise the membership and support leads of Special Interest Groups

Job description

Engaging with the membership base	<ul style="list-style-type: none">• Maintaining an excellent interface with the membership base• Managing the societies offer to the membership, developing new and innovative events maintaining The Society's reputation as sector leading• Moving towards a digital membership portal that responds to member requests
Training and development	<ul style="list-style-type: none">• Identify and contract training providers• Oversee the professional development work of The Society
Digital communications	<ul style="list-style-type: none">• Working in partnership with The Society staff to produce, develop and market a regular cadence of relevant communication outputs to ensure effective engagement with our members• Ensure the website content is high quality, well managed, and up-to-date• Ensure editorial policy in place and implemented• Ensure timely and purposeful communications with membership and membership organisations (eg Quarterly Newsletter, UK Evaluation Society Events Listings...)• Ensure appropriate and cost effective digital aspects of the Society (online platform, payment registration system, webpage layout etc)• Ensure regular, effective communications using appropriate social media platforms• Liaise with Editor of 'Evaluative Practice' regarding content, style, frequency, future

Person specification

<p>Knowledge and skills</p>	<p>Able to demonstrate :</p> <ul style="list-style-type: none"> • Experience as an ED or senior leader with responsibility for developing a high-performing team • Clear skills in business management, fundraising, and developing income streams • Proven administration, people management, coordination and reputation management skills • Proven collaborative way of working • Demonstrable experience of a 'problem solving' approach • Skills, experience of financial management • Proven ability to deliver high quality events, in timely fashion • Knowledge of and networks in the evaluation field, including a well developed understanding of UK-based evaluation • In-depth knowledge of financial, governance, compliance and performance management principles and ability to deliver in all of these areas • Strong strategic thinking and experience of developing and implementing change with a proven track record of successful delivery • Experience of and/or ability to work effectively and supportively with senior level Boards • A track record of successful partnership and stakeholder management, including the ability to build consensus at Board level, and across a wider community • Strong, inclusive and collaborative team leadership skills and the capacity to inspire a staff team • High level of interpersonal, influencing and communication skills • Ability to inspire confidence and create trust • Ability to identify, address and resolve problems <p>Desirable</p> <ul style="list-style-type: none"> • An understanding of the functions of a membership organisation, professional body or learned society • Knowledge of the training market for those working in evaluation, and key providers • Experience of fundraising for infrastructure bodies • Experience of working with or within a charitable organisation • Experience of development and delivery of high quality events
<p>Requirements</p>	<ul style="list-style-type: none"> • Right to work in the UK is essential • Commitment to UKES values and to an environment that promotes equity and values diversity in all its forms

We are committed to building a diverse, inclusive and authentic workplace. If you are excited about this role, we encourage you to apply.



Holiday Entitlement: Public holidays plus 25 days both pro-rated for part-time employees

Pension: employer contribution to personal pension plan

Home-working expenses: Given the remote nature of our work, The Society will provide an appropriate contribution to home-working expenses.

How to apply

In order to be considered for this role, please submit the following:

- **A covering letter** (no more than 2 pages) detailing why you are interested in applying for this role and how your skills/knowledge/experience meet the requirements of the person specification
- **A CV**
- **Contact details of two professional referees.**

We value diversity and are committed to creating an inclusive culture. We actively encourage applications from people of all backgrounds and cultures.

Applications should be sent to tim@whitonmaynard.com by 12pm, Friday 24 th November.

Interviews for shortlisted candidates will be held online Wednesday 6 th December.

If you have any queries or would like to discuss the role, please don't hesitate to contact Tim Hamilton-West via tim@whitonmaynard.com



Thank you

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