



UK

**Evaluation
Society**

Appointment Brief

Secretary, UK Evaluation Society

*The Society is in transition to
become a company with charitable status.*

*The Secretary currently sits on the UK Evaluation Council. When
the transition is complete (Spring 2024) the Secretary will become a
member of the Board of Trustees.*

I am delighted that you are interested in the role of Secretary 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. Since 2020, 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 and is expected to transition to a company with charitable status in Spring 2024.

The Society embraces a broad concept of evaluation, evaluative thinking and practice, which is transdisciplinary and draws interest across a wide range of sectors, in addition to those who identify themselves as evaluators, also for example, data analysts, statisticians, researchers, commissioners and managers of evaluations, policy makers from any sector.

We are actively trying to improve our work on equity, diversity and inclusion. This includes, although is not limited to, trying to increase the diversity of our members and our council members/ trustees. We see diversity as a strength and strongly encourage applications from those with a wide range of experience and backgrounds. These include people from Black, Asian and minority ethnic backgrounds, disabled people and LGBTQI+ people.

We wish to consolidate gains made over the past few years and grow the Society's impact. We want to build on the increased spotlight towards evaluation across the UK Government and wider afield, to strengthen links across professional communities who use evaluative practice.

We have made great progress in transitioning to a new phase in our development. The Secretary role, supported by the other trustees and our growing staff team with a full time Executive Director directly supporting Council officers – will play a crucial role in successfully delivering our work over the coming years.

We seek an individual with proven leadership skills who may have previous experience of supporting a voluntary organisation, sports club or similar, who would be confident in coordinating our AGM and elections and supporting the Council / Board of Trustees as we begin an exciting new era for the UK Evaluation Society. Minutes, papers and associated items are all prepared by our new staff team who will closely support the Secretary in their role.



Kirstine Szifris, President/ Chair of the Society

Background

The Society is the leading membership organisation for those working in the broad field of evaluation, 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 fulfil 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
- 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.

The Society provides 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 on 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.

The training programme is expanding. It provides training in methods, and more recently includes opportunities for process skills, and beginner level courses. The Society is looking 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 Spring 2024. The Society is governed by a Council of approximately 12 members, with three office holders – President, Treasurer and Secretary. We anticipate that the Council will transition to a Board of Trustees in Spring 2024. The Board will meet four times a year, online, with at least one meeting in-person. Post-transition the governance structures of the trustees will be reviewed, however, it is still very likely that the Secretary will be expected to attend additional regular executive or sub-committee meetings. The Board’s work is supported by the Executive Director, who has extensive experience leading the staff team and supporting trustees of national charities.

Council members/ Trustees are currently elected for a three year term.

Some Council members / Trustees are appointed to ensure the overall Council has the appropriate skills, and to ensure that diversity is actively sought. All Council Members/ Trustees are bound by Standing Orders. The Council/ Trustees are 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 end of 2024.

Management

The Society is managed by the Executive Director and a small staff team currently including a Virtual Business Manager and a Membership and Operations Administrator. The team work remotely from across the UK.

Income

The Society's income comes largely from membership, training and Conference. We are in a good financial position. We are also 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

Statutory duties of 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

Secretary, role profile

Term: Three years, renewable for a second term of three years

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

Total time commitment: Estimated 15-20 days per annum

Purpose of Secretary role

- The Secretary is registered as Company Secretary with Companies House. Council is currently investigating transitioning to charitable status in the near future.
- Day-to-day contract management is led by the paid staff team but the Secretary has an oversight role
- Leading on the annual Council elections process and advertising other Council vacancies should they come up during the year
- Submitting Director updates to Companies House
- Leading on coordination of the AGM and associated communications to members
- Close working relationship with the staff team

For further information, candidates are advised to contact Society President Kirstine Szifris via recruitment@evaluation.org.uk

PERSON SPECIFICATION

This is a voluntary role; it is not remunerated.

Out of pocket expenses can be claimed including for travel on behalf of the Society's business.

Essential

- Commitment to the Society, its aims and mission
- Commitment to legal duties, responsibilities and liabilities of trusteeship
- Ability to give 15-20 days per annum to the role
- Experience of collaborating with others from different perspectives and cultural backgrounds
- Integrity and an ability to exercise sound, independent judgement, and the ability to think creatively
- Experience of managing inclusive and transparent processes for decision-making
- Demonstrable ability to deliver good performance in a position of responsibility

Desirable

- Experience of evaluation and understanding of the UK evaluation market
- Delivery – experience of good performance - including where applicable in a Board role in the past 3 years

HOW TO APPLY

We see diversity as a strength and strongly encourage nominations from those with a wide range of experience and backgrounds.

The successful person must be a member of the Society at time of appointment.

To apply to be the next Secretary of the UK Evaluation Society, 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 of trustees and the secretary specifically – maximum 2 sides of A4
- Completed [Nomination and Declaration form](#) [click to download]

Send your application to recruitment@evaluation.org.uk clearly marked 'Secretary Application'. All applications will be acknowledged and will be reviewed by the Nominations Panel.

For an informal discussion about the role, please contact Society President, Kirstine Szifris (recruitment@evaluation.org.uk)

<p>Closing date for Nomination: 2300 hrs (11pm) (British Standard Time, GMT) Sunday March 17th 2024</p>
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The Nominations Panel will interview those who meet the criteria.

In the event of two or more suitable candidates there will be a member ballot

Appointment to be made in March 2024

Role to commence as soon as possible from 1st April 2024.