**Candidate Information**

**Evaluation Officer**

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| **Salary:** | Grade F:£28,933 per annum (inclusive of London Weighting Allowance) |
| **Hours:** | Full time hours are 37.5 hours per week  This job can be considered for full time or from 30 hours per week. We are very happy to discuss working hours to suit individual circumstances. This role is particularly suitable for compressed hours. |
| **Contract:** | Permanent |
| **Disclosure:** | Enhanced DBS is not required |
| **Base:** | Sustrans offices in London with the flexibility to work from home |
| **Travel:** | The focus of this role is in the London region; we may occasionally need you to travel during the course of your work including occasional overnights stays. |
|  | A key part of being the Charity that makes it easier to walk and cycle is that most colleagues cycle, walk, wheel or use public transport for the majority of their work journeys. We support this with access to a Sustrans pool bicycle and National Standards Cycling Training. |

**Job Specific Information**

This role is based in London working for Sustrans’ Research and Monitoring Unit. You will be responsible for delivering monitoring, evaluation and research on a range of active travel and community projects delivered by Sustrans in London and across the UK.

You will also be working with the Sustrans London team to deliver a range of community engagement projects on the ground, working with local communities to reclaim their streets as public spaces, enable local people’s voices to be heard in the decision making process, creating healthier, happier, fairer cities that are accessible for all. You will support on in-person events, as well as providing insight and analytical support to their projects.

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| **Where this role sits in the structure:** |  |

**Job Description - About the Role**

**Overview**

Sustrans’ vision is a society where the way we travel creates healthier places and happier lives for everyone. Active travel can help people access the things they need: work, education, food, health services and recreation. It can benefit people’s physical and mental wellbeing. It can help reduce social and economic inequity. And it plays an essential role in our response to the climate emergency. As active travel becomes increasingly important to local, regional and national government policy across the UK, it is essential that this is accompanied by robust, reliable, and accessible evidence.

Sustrans’ Research and Monitoring Unit (RMU) is a leading centre of excellence in active travel research, monitoring and evaluation. Our team work closely with partners from across the UK to ensure we have a clear understanding of the impact of Sustrans’ work and the wider context of the benefits of active travel.

The successful candidate will work on a range of exciting monitoring, evaluation, analysis and research projects within RMU. Your work will produce evidence on active travel that is transparent and authoritative, helping to shape policy, practice and behaviour across the UK.

The role will involve working as part of a team to deliver larger, key projects of national significance, as well as having responsibility for leading on various smaller projects.

Your work will also ensure that Sustrans’ projects are “[for everyone](https://www.sustrans.org.uk/about-us/our-people/)”, in particular making sure that voices that are often underrepresented in decision making are heard, and that evidence around active travel can be used to challenge inequity.

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| **Where this role sits in the structure:** | Reporting into a Senior Evaluation Officer/Evaluation Manager  Working closely with:   * Wider RMU Team * Sustrans London Collaborative Design Team * Wider Sustrans London delivery team * A range of clients, funders and partner organisations, including central and local government   This role does not have line management responsibility. |

**Key Responsibilities**

Responsibilities may include:

1. To manage, deliver and support on a range of monitoring, evaluation, analysis and research projects within the RMU. Activities may include research/evaluation design, data collection, qualitative and/or quantitative analysis, and reporting, as well as a range of project management tasks.
2. To support the London Delivery Teams in the delivery of ambitious and meaningful community engagement and collaborative design projects, including in-person delivery and public events
3. To provide coaching and training to others within the RMU and wider organisation on research, monitoring and evaluation matters
4. To undertake the quality assurance of the analysis and reporting of both quantitative and qualitative data
5. To work with and support colleagues from the wider Sustrans team on matters relating to research, monitoring and evaluation – including attending meetings, liaising with project managers and delivery teams, and providing training and advice
6. To represent Sustrans to external parties concerned with research, monitoring and evaluation, manage or support liaison with external partners, and help manage external contracts
7. To support or lead innovation and development of methodologies, making links to insight and use of findings
8. To take ownership of projects that improve systems and processes within the RMU or across Sustrans
9. To contribute to a range of business development activities, such as project proposals and bids, and participate in bid writing for projects

*We don’t expect anyone to be an expert in all these areas and as long as you meet the person specification we can train you in any gaps.*

**Person Specification**

The following criteria sets out the method by which the skills, knowledge and experience will be assessed against. Our website has a useful guide about how to make a great job application.

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|  | **Application Form** | **Interview** |
| **Specific experience required** |  |  |
| Project management |  |  |
| Delivery of research, monitoring or evaluation of projects |  |  |
| Report writing |  |  |
| Working or communicating regularly with partners or clients, and members of the public |  |  |
| **Skills and abilities** |  |  |
| Quantitative and/or qualitative data collection and analysis |  |  |
| Ability to interpret and share data findings clearly to a range of audiences |  |  |
| Written and verbal communication, including report writing, presentation skills, and communicating face to face with the public |  |  |
| IT literacy, including Microsoft Office (particularly Excel and/or other statistical software such as R) |  |  |
| Ability to work flexibly, as part of a team |  |  |
| Ability to plan and prioritise own workload and meet deadlines |  |  |
| Attention to detail, including ability to quality assure own and others’ work |  |  |
| **Specific knowledge required** |  |  |
| Understanding of a wide range of data collection methodologies |  |  |
| Understanding of approaches to evaluating projects |  |  |
| An interest in and commitment to Sustrans’ vision, mission and values |  |  |
| **Specific qualifications/ training required** |  |  |
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This document does not form part of the contract of employment but does outline our expectations.

If we need to amend this document in the future we will consult with the post holder before doing so.

**Everyone at Sustrans**

**Our values guide us in everything we do:**

* Including everyone
* Having the courage to question
* Acting local, thinking big
* Getting things done, together
* Always learning.
* Sustrans has clear health and safety policies and it is essential that all our colleagues follow these. Very often our teams come into contact with young people through schools work or community engagement so it is everyone’s responsibility at Sustrans to comply with our Safeguarding policies.
* One of our key strategic goals is to be a charity “for everyone”, building a more diverse and inclusive Sustrans. We recognise there is much more we can do to bring together diverse life experiences and voices to enable us to more fully understand, access and represent the communities we work in. Everyone at Sustrans should support this goal and follow our Equality, Diversity and Inclusion policies and procedures.
* Sustrans asks that all our employees develop their skills, knowledge and experience through training and personal development activities. Sustrans will support you with clear objectives and a supportive management culture - our teams tell us that one of the great things about working for Sustrans is the learning and knowledge sharing opportunities.
* It is very important that our colleagues are happy and able to work with IT systems - we use Microsoft programmes and other databases every day (we will train you on our bespoke systems).
* It is also important that everyone at Sustrans supports and follows with the charity’s guidance on branding/key messages and contributes towards raising Sustrans’ profile.
* Everyone at Sustrans is required to work their contracted hours and record their time – if extra hours are worked then we can take time off in lieu.­
* We ask that everyone in Sustrans helps us to develop new opportunities for funded work and builds excellent relationships with our delivery partners and stakeholders.
* Two of our values are *we get things done, together* and *we’re always learning.* Managers often require their teams to get involved in activities that are outside of their job descriptions as we feel this is one of the ways you can learn on the job, develop new skills, make new contacts and progress your career with Sustrans.