# Evidence Officer

## Role description

* **Reference:** 34REC
* **Salary:** Grade F
* **Location:** Role is UK-wide and can be based anywhere
* **Line manager:** Evaluation Manager or Research and Data Manager
* **Department / Team:** Strategy, Impact and Evidence, within the Strategy and Engagement Portfolio

### Role summary

The role will focus on supporting the delivery of a range of monitoring, evaluation and research projects. The postholder will work closely with Sustrans delivery teams to provide monitoring, evaluation, analysis and research on key projects.

The successful candidate will work on a portfolio of projects within Strategy, Impact and Evidence. The work will produce evidence on active travel that is transparent and authoritative, helping to shape policy, practice and behaviour across the UK.

The postholder will also ensure that projects are aligned with Sustrans’ strategy, and that projects are ‘[for everyone](https://www.sustrans.org.uk/about-us/our-people/)’, 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.

### Key responsibilities

* Monitoring, Evaluation and Analysis - Activities include research/evaluation design, data collection, qualitative and quantitative analysis, and reporting
* Project Management – managing project delivery and budget, supported by Senior Evidence Officer
* Engagement – working with internal and external stakeholders, including attending meetings, liaising with project managers and delivery teams, and providing training and advice. Also help manage external contracts
* Innovation/Method Development - To support or lead innovation and development of methodologies, making links to insight and use of findings
* Improvement - To take ownership of projects that improve systems and processes within the team or across Sustrans
* Business Development - To contribute to a range of business development activities, such as project proposals and bids, and participate in bid writing for projects

### Person specification

### Specific qualifications or experience preferred

* Delivery of research, monitoring and evaluation projects
* Working or communicating regularly with partners or clients
* Project management skills
* Report writing

### Specific/technical knowledge required

* Understanding a range of data collection methodologies
* Understanding approaches to evaluating projects
* Knowledge of, or willingness to learn, inclusive evaluation design
* An interest in, and commitment to, Sustrans’ vision, mission and values

### Skills and abilities

* Qualitative and/or quantitative data collection and analysis
* Ability to interpret and share data findings clearly to a range of audiences
* Inclusive written and verbal communication, including report writing and presentation skills
* 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

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.

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We work for and with communities, helping them come to life by walking, wheeling and cycling.

We campaign to create healthier places and happier lives for everyone.

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