

## RESEARCH AND LEARNING MANAGER

Dated: December 2018

Contract: 6-month (any extension will be funding dependent)

Salary: £32 – £38k

### About the Centre for Youth Impact

The Centre for Youth Impact is a small charity with a national reach. We support a community of organisations committed to working together to progress thinking and practice in impact measurement in provision for young people. Our vision is for all young people to have access to high quality programmes and services that improve their life chances. We believe that embedding more meaningful approaches to evaluation and impact measurement in the heart of resilient, learning organisations is key to achieving this vision.

The Research and Learning Manager role is responding to the growth in our research and evaluation activity. We have been successful in a number of pieces of work that both build the evidence base in the youth sector and contribute to our understanding of different methods for evaluation and impact assessment. The post will contribute both capacity and expertise to the Centre's small, dynamic team, and will lead on the delivery of a number of key strategic pieces of work. The role is initially offered on a six-monthly basis but funding-dependent there is likely to be the opportunity to extend the contract beyond this initial period. We see strength in diversity and welcome applications regardless of sex, gender, race, age, sexuality, belief or disability. We are also open to the role being offered as a secondment opportunity (please state this in your covering letter).

We are looking for an imaginative and agile social researcher, with excellent skills in both designing and undertaking research, interpreting and communicating findings, and supporting organisations to act on them. You will need to have an appetite for understanding and navigating complexity, with an inquisitive mind and interest in public policy and system dynamics.

We're looking for someone with the relevant skills, knowledge and experience who wants to make a difference to the life chances of young people, and the organisations that exist to support them. We're passionate about that and you'll need to be too!

If all of the above sounds appealing, then please send a copy of your CV and a covering letter (up to 800 words) that states how you meet the requirements set out in the person specification to [sarah.rose@youthimpact.uk](mailto:sarah.rose@youthimpact.uk) with the subject line 'Research and Learning Manager application'. Please also complete an anonymous equality and diversity survey form as part of the application. **The deadline for receipt of your applications is 5pm on Wednesday 9th January 2019.**

**Interviews will be held at our London offices on Thursday 17th January 2019.**

For more information about us please visit the Centre for Youth Impact's website: <http://www.youthimpact.uk/> If you have any questions about the role, please email [sarah.rose@youthimpact.uk](mailto:sarah.rose@youthimpact.uk) to arrange an informal conversation.

## RESEARCH AND LEARNING MANAGER

### Introduction

The Centre for Youth Impact was established as a partnership initiative in 2014 with the aim of developing thinking and practice in evidence and impact measurement, and to support the youth sector to facilitate its own solutions. In 2018, we became an independent charity. We are funded by a range of supporters, including central government, the Big Lottery Fund, the Paul Hamlyn Foundation and the Esmée Fairbairn Foundation. The Centre's team works nationally from its offices in East London, including supporting our regional network leads across England.

Our vision is for all young people to have access to high quality programmes and services that improve their life chances, by enabling embedded approaches to impact measurement that directly inform practice.

Our work focuses on three areas:

- Curating the debate: creating a focal point and space for information, support and critical debate on evidence and impact in the youth sector
- Building the movement: empowering networks of practitioners who can coach, train and share learning across and through their peer to peer relationships
- Shaping the future: influencing and collaborating with others to test, learn, build and adopt high quality approaches to impact measurement that will inform practice across the youth sector.

### Main Skills

The role requires a combination of strong quantitative and qualitative research skills, the capacity to communicate effectively and thoughtfully with a range of audiences, the ability to support organisations to develop their own impact practice and experience of managing projects to ensure high quality delivery.

**Duties & Responsibilities****Manage and deliver high quality research projects and outputs**

- Successfully manage and deliver quantitative research projects through design, collection, analysis and dissemination including surveys, administrative data and other large data sets
- Successfully manage and deliver qualitative research projects through design, collection, analysis and dissemination including interviews, focus group discussions and organisational case studies

**Project and workload management**

- Project and relationship management including resourcing, timelines, budgets and external relationships
- Supporting junior staff to deliver work across a range of projects requiring effective workflow management

**Communicate evidence and complex information**

- To a wide range of audiences including frontline practitioners in youth organisations, managers in youth organisations, policy makers, funders, young people and other researchers
- Through a range of mediums including detailed reports, summaries, blogs, external presentations and social media

**Support organisations to improve their own impact measurement and evaluation practice**

- Working with the Head of Networks and Practice Development to understand need and demand for training and support across local areas
- Lead the piloting of innovative methods by participating youth organisations
- Supporting organisations to own and embed good impact measurement and evaluation through training and other forms of capacity building such as action research and coaching

**Strategic and business development**

- Working alongside and supporting senior staff to identify and secure opportunities for new research activity that advances the aims of the Centre
- Contributing to the development of the Centre's strategic vision as part of a close-knit team

<b>Person specification</b>
<p><b>1. Values and equalities</b></p> <ul style="list-style-type: none"> <li>• Identify with and embody the aims and ethos of the Centre for Youth Impact including valuing collaborative approaches, challenging and supporting those we work with, and being curious and questioning</li> <li>• Demonstrable commitment to the principles and practice of equal opportunities in employment</li> </ul>
<p><b>2. Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of three years' experience in a relevant work field with a significant track record of managing and delivering high quality quantitative and qualitative research</li> <li>• Demonstrable track record of innovative thinking and delivery in the evaluation of the impact of social projects/programmes</li> <li>• Experience of working on large and complex programmes of work in the social sector including within cross sector partnerships</li> <li>• Experience of working with organisations to support them in developing their own impact measurement and evaluation practice through training, coaching and other forms of capacity-building support</li> <li>• Experience of research within the youth sector is desirable</li> </ul>
<p><b>3. Knowledge</b></p> <ul style="list-style-type: none"> <li>• Extensive knowledge of quantitative and qualitative research methods and research ethics</li> <li>• Understanding of, and strong interest in, organisational learning and approaches to the facilitation of organisational change are desirable</li> <li>• A strong applied understanding of the evidence base and research context for youth work and services for young people is desirable</li> </ul>
<p><b>4. Skills</b></p> <ul style="list-style-type: none"> <li>• Able to communicate ideas and principles clearly and in a variety of formats and mediums both orally and in writing</li> <li>• Interest and fluency in a broad range of theoretical and technical perspectives in evaluation and impact measurement</li> <li>• Able to manage and communicate with individuals from a range of professional disciplines and establish positive working relationships with frontline providers, senior leaders and partners</li> <li>• Training and facilitation skills</li> <li>• Project and budget management including delivering work to high standards to tight deadlines in a pressurised environment</li> <li>• Strong practically applied research and evaluation skills</li> <li>• Exemplary analytical skills and numeracy</li> <li>• Excellent IT skills (including research software)</li> <li>• Interpersonal and empathetic skills</li> <li>• Statistical analysis skills are desirable</li> </ul>

## Job profile

Job title	Research and Learning Manager
Accountable to	Head of Research and Learning
Location	Main office in Hackney, East London
Salary	£32,000-38,000
Contract	6-month (any extension will be funding dependent)
Hours of work	Full time, 35 hours per week (with some flexibility required)
Annual leave	25 days a year (increasing one day a year for first five years)
Travel	Some UK travel will be necessary
DBS check	Required