

Vacancy Information Pack

Evaluation Specialist, Performance and Engagement Department

Purpose of the role

To evaluate and generate evidence that demonstrates the impact of Motability's work, capturing other effects that our interventions may be having (positive or negative, direct or indirect). Identify what is and is not working that may be affecting the success of our work.

Key Accountabilities

- **Lead on design and implementation of evaluations** that assess organisational and specific programme/project level relevance, effectiveness, efficiency, sustainability and financial, social and economic impact.
- **Lead on design and implementation of a monitoring system**; capable of regularly reporting results for all programmes at output and outcome level. This may be in the form of a database which would be used to develop a dashboard capable of showing programme performance as well as organisational performance.
- Support the development of Motability's Annual Impact Report
- **Build capacity:** Work with programme teams to support the development of programme/project specific monitoring and evaluation plans, theories of change and results frameworks, which will then be used for evaluation purposes. This will involve building capacity of the programme teams, and working with other charities and organisations who are recipients of Motability's Special

Grants.

- Develop terms of reference for various evaluations, in consultation with programme/project teams, with clear purpose, objectives and evaluation questions, approach, methodology, resource requirements and work plan, based on an agreed charity-wide annual evaluation plan.
- Design evaluation approaches and methodologies, data collection instruments and analytical frameworks.
- Lead on tender processes, where evaluations or components of them are to be outsourced, and manage delivery ensuring the work is delivered according to agreed timelines and meets user needs.
- Undertake and oversee design, collection and cleaning of data ready for analysis.
- Undertake analysis and reporting of the collected data to respond to the evaluation questions and criteria.
- Lead on writing of evaluation reports, ensuring they are of high quality and suitable for target audiences.
- Present findings to internal and

external audiences as required.

- Where required, manage and commission other agencies for data collection/analysis and specific aspects of an evaluation.
- Select best fit evaluation methodologies according to purpose and objective of the evaluation.

Experience and Track Record Essential

- Experience of monitoring and evaluating interventions with a focus on undertaking process evaluations, measuring impact, calculating cost/benefit analysis and Social Return on Investments.
- Experience of working closely with project or programme teams to develop theories of change, results frameworks and monitoring and evaluation plans, including designing output and outcome level indicators and evaluation frameworks.
- Relevant qualification in an analytical discipline such as economics, statistics or social sciences, or evidence of professional experience in the area of evaluation.

- Highly experienced in developing evaluation terms of reference working closely with programme teams.

Capabilities Profile – technical skills/knowledge

Essential

- Highly IT literate with extensive experience of using Microsoft Office applications, and statistical software.
- The willingness to learn and apply evaluation design to this sector.
- Ability to design and implement programme and organisational level evaluations and monitoring systems.
- Familiarity with handling data protection protocols, ensuring data security and ethical considerations.
- Highly experienced in report writing.

Desirable

- Understanding of disability, mobility and accessible design issues.

Capabilities Profile – coordination and personal skills

Essential

- Ability to support design and implementation of evaluations using appropriate approaches and methodologies.
- Ability to coordinate across multiple teams, agencies and stakeholders and simultaneously deliver multiple evaluations, within agreed timelines.
- Exceptional written and oral skills, including the ability to present complex information in simplified form for non-technical audiences.
- Ability to work remotely, within a team and independently as required.
- Ability to collaborate and build effective working relationships with programme and project leads and other teams across the charity, helping others to recognise and embrace the benefits of evaluation activity.
- Lead and manage on design and delivery of monitoring and evaluations using appropriate approaches and methodologies.

Reporting line, structure, key

working relationships

Reports to:

Head of Impact and Evaluation.

Direct reports:

None.

Key interfaces:

Motability Directors, managers and all staff.

External agencies and stakeholders.

Resources, scale and scope of role, location and any travel factors

The jobholder will be privy to and responsible for highly sensitive information and will be expected to exercise complete confidentiality.

The jobholder will work in close coordination with key managers and staff within the organisation, as well as with external agencies, including organisations holding grants from Motability and research organisations.

Role based in Harlow. Occasional need to travel to other locations for meetings, training courses and seminars.

Jobholder must take reasonable care of their own health and safety and that of others who may be affected by their actions. All equipment is to be used in a