

Evidence and Impact Officer

Job Description and Person Specification

Job Title: Evidence and Impact Officer

Team: Solutions, Evidence and Impact

Location/Region: Glasgow

Contract: 3 year fixed term

Hours: 37.5hrs

Grade: SS1-SS4

Starting Salary: £30,128

Manager: Head of Solutions, Evidence and Impact

Key Relationships: Head of Solutions, Evidence and Impact, Heads of Regions, People Director, Development Director, Delivery Director, Engagement and Influencing Team and Strategic Comms Lead.

Role Profile

The postholder will play an important role in our Solutions, Evidence & Impact team, supporting the organisation to evaluate its services and activities to demonstrate their impact on young people, on mentors and on the education and skills system. The role embodies a strong focus on continuous improvement, collaborating with the wider team to ensure we make the right evidence based decisions and improvements to support young people, our mentors' journeys and our partners' experiences.

As a key part of the Solutions, Evidence and Impact team, you will help to ensure we have a robust evidence base at all times that is in sync with changing delivery and policy environments.

Main Duties and Responsibilities

Monitoring and Evaluation

1. Support the ongoing development of an Outcomes Evaluation Framework and monitoring tools for MCR Pathways
2. Ensure accurate collection, storage, and analysis of Quantitative and Qualitative outcomes data.
3. Ensure accurate collection and tracking of programme fidelity and target population data including programme attendance and engagement.
4. Work with regional teams and others on the ongoing development of our monitoring and evaluation systems (e.g. improving existing processes; designing/amending questionnaires or other data collection methods)
5. Collaborate with delivery teams to ensure data collection aligns with programme schedules and objectives.
6. Support the Solutions, Evidence & Impact team in responding to ad hoc requests for data and evidence drawn from Pathfinder.

7. Organise and lead consultative meetings, which gather evidence directly from volunteer Mentors and YP ambassador groups supporting our Engagement and Influencing priorities

Generating Insights and Reporting

1. Generate actionable insights for MCR from our quantitative and qualitative data, through thoughtful and robust analysis and visualisation, identifying trends, successes, and areas for improvement.
2. Work across the organisation on both live and static reporting (including data visualisation) to ensure we understand the impact of our work in schools/other settings and can use this understanding to make evidence-informed decisions about programme design and development
3. Create high quality evidence and impact reports for internal and external audiences to understand the difference we are making ;
 - Annual impact report to schools/LAs
 - Impact report to funders/other stakeholders
 - Annual impact reporting as part of MCRs annual report to all internal and external stakeholders
 - Funding applications/bids
 - Policy insights, recommendations and reports
 - MCR Pathways Leadership
4. Create, maintain and quality assure accessible data dashboards to provide delivery teams with real-time insights into programme performance.
5. Analyse, provide and report insights on the quality and performance of the mentor experience across the mentor pipeline; recruitment, onboarding, training, matching, and retention .
6. Support research, analysis and data exchanges with external partners; Represent MCR on collaborative research projects with other third sector or academic organisations, and ensure that insights are captured and shared appropriately with colleagues.
7. Work closely with the Strategic Comms Lead and Influencing & Engagement Team to ensure accurate and up-to-date impact data, success stories, and insights are used for advocacy, PR, and communication.

Team Support

1. Train and support delivery staff in data collection methods and the use of systems ie- Pathfinder.
2. Facilitate workshops or one-to-one sessions to build colleagues confidence in collecting data and using evidence to improve delivery.
3. Work closely with the Head of Solutions, Evidence and Impact and Delivery Director to ensure all team members understand the importance of evidence and impact and support in embedding a culture of impact and data.

Other

1. Stay informed about best practices in impact measurement within the education and youth work sectors.
2. Carry out any other duties commensurate with the post as agreed with the line manager.

Person Specification

	Essential	Desirable
Experience	Proven experience in data mining, qualitative and quantitative data analysis, and interpretation. Experience of monitoring and evaluation- Logic Models, MEL, Theory of Change. Experience in planning, structuring, and developing Impact and outcomes reports. Proficiency in using tools and techniques to visualise data (e.g., Tableau, Looker Studio, Google Sheets) to communicate insights Experience communicating with internal and external stakeholders to understand impact requirements and data content. Track record of identifying opportunities for process improvement and	Ability to communicate naturally and empathetically with young people. Experience in supporting external research, analysis, and data exchanges with various partners.

	efficiency gains through data analysis.	
Skills and Knowledge	Strong attention to detail. Creative approach to problem solving Good understanding of different qualitative and quantitative monitoring methods, and how to use these effectively, identifying correlations and patterns. Ability to present data in easy-to-understand formats such as textual, graphical, diagrams and graphs. Strong proficiency in data analysis tools Strong organisational and project management skills. Ability to manage multiple tasks and projects simultaneously, meeting deadlines and maintaining high-quality standards. Awareness of best practices for analysis and data usage within an organisation.	Familiarity with trends, exceptions, and the structure of education and destination data.
Personal Skills & Attributes	Excellent and proven analytical skills - both quantitative and qualitative data High attention to detail to ensure accuracy and quality in all work.	An understanding of the challenges that face young people in and leaving care /experience of the 'Looked After' sector

	Creative thinker with the ability to identify and implement new solutions to enhance data analysis effectiveness. Flexible and adaptable to changing priorities and needs within the organisation. Strong team player with the ability to work collaboratively with colleagues and stakeholders including Young People. Self-motivated and driven to achieve excellence in all aspects of the role. Results-oriented, with ability to work to multiple tight deadlines Commitment to placing user feedback and needs at the heart of service delivery and development.	
Training & Qualifications		Degree in Data Science, Statistics, Mathematics, or a related field. Relevant certifications in data analysis or data science (e.g., Certified Data Analyst, Microsoft Certified: Data Analyst Associate).