

Evidence and Evaluation Manager

Term: Permanent

Salary: £35,000 - £45,000

Start: Immediately

Location: Birmingham, Leeds or London. We are currently piloting hybrid working, allowing you to work up to 3 days per week at home. You must also be prepared to travel to the other hub locations requiring up to six overnight stays per year of 1-2 nights each.

Reporting to: Head of Evidence & Evaluation

Deadline: Monday 11 July 2022 at 23:59

Transforming youth employment

The Youth Futures Foundation is an independent, not-for-profit organisation established in December 2019 to improve employment outcomes for young people from marginalised backgrounds. The foundation launched with an initial endowment of £90 million from the Reclaim Fund. We are a full member of the What Works Network¹. The network is made up of 10 independent What Works Centres, 3 Affiliate members and one associate member. Each centre is committed to increasing both the supply and demand for evidence in their policy area and ensures that robust evidence shapes decision making at every level.

Our vision is of a society where all young people have equitable access to good quality jobs. We aim to narrow the employment gap by identifying what works and why, investing in evidence generation and innovation, and igniting a movement for change.

Our approach:

- We prioritise young people from marginalised backgrounds, focusing our efforts on young people who face discrimination or disadvantage in the labour market
- **We are evidence led. We focus on what works**, investing in evidence generation and curation
- We fund robust impact evaluations and other evidence generation projects
- We are methodologically pluralist, seeking to show not just works, but for whom and why
- We seek policy and practice transformation, learning from the projects we fund and scaling up that learning to drive genuine, long-lasting systemic change
- We put young people at the heart of our work

¹ <https://www.gov.uk/guidance/what-works-network>



Job Description

The Evidence and Evaluation Manager will work in a dedicated Impact and Evidence team, working at the heart of Youth Futures Foundation. You will be crucial to Youth Future's ambition to hold the largest repository of robust evidence and evaluations of what works to support young people into good jobs. You will support the Head of Evidence and Evaluation and Director of Impact and Evidence to ensure all Youth Futures' investments are designed to provide robust evidence of what works. You will design and commission evaluations for several funding streams, including our flagship What Works Programme, supporting the highest quality evaluations of youth labour market interventions, systems change and employer funds.

The Evidence and Evaluation Manager will support all aspects of Youth Futures evaluations, from design to impact. This will include supporting effective fund / trial design, working closely with Youth Futures' Grants and Investment team to ensure funded programmes are supported within the set-up phase; supporting grantees through their evaluation journey and ensuring that all evaluation and evidence outputs are consistently of high quality and make clear, practical and impactful recommendations for practice and policy, working closely with our policy, comms and strategy teams.

Key responsibilities

Evaluation

- Support the Head of Evidence and Evaluation to design effective evaluation strategies for grant funded programmes. Lead individual evaluation designs and contribute to new evaluation frameworks, approaches and guidance
- Critically review evaluation proposals to ensure designs are high quality and cost effective and that the most suitable evaluators are commissioned
- Manage individual programme evaluations, trials, and overarching evaluations of grant funded programmes
- Support the Head of Evidence and Evaluation to design robust outcome indicators, monitoring and data frameworks
- Conduct technical reviews of trial protocols, statistical analysis plans and trial reports
- Liaise between grantee and YFF evaluation teams to ensure the project evaluation designs are as high quality as possible and set-up effectively
- Manage evaluation contracts and budgets
- Monitor delivery or evaluation plans and provide support as required

Evidence and impact

- Support the Impact and Evidence team to design new programmes of evidence generation (e.g. designing funds or commission evidence projects)
- Manage ad hoc evidence and impact projects, including rapid research or evidence assessments
- Support grantees to develop their evaluation capacity (e.g. through their theory of change and programme fidelity)



- Contribute to Youth Futures' broader evidence requirements and good practice toolkits and other outputs

General

- Line management responsibilities

Person specification

Knowledge and experience

- Excellent experience and strong interest in evaluation methodologies (Including programme theory, process, impact evaluation and RCT trial design) gained within a commissioning or research setting
- Excellent qualitative and quantitative methods skills / commissioning experience – **with econometric and advanced statistics particularly desirable**
- An excellent track record in project-managing successful research and evaluation projects from design to dissemination
- Good experience of critically appraising qualitative and quantitative data, and ideally, youth employment evidence and literature
- Experience in effectively communicating research and evaluation findings (both written and orally) to different audiences
- Experience of training or supporting junior team members in evaluation or research methods
- Sound experience and understanding of MS Office 365 applications, Teams and SharePoint and ability to use online/remote working tools

Skills and Competencies

- An analytical, critical thinker with a flair for robust evaluation strategy
- Ability to lead evaluation design
- An excellent manager of evidence and evaluation projects (ideally within the commissioned research and evaluation field)
- Excellent qualitative and quantitative research skills
- A trouble-shooter, who can anticipate, identify project issues and engage different internal and/or external people to productively resolve these
- A collaborative team member with a clear passion to improve the youth employment landscape, but also a person who understands when to take the initiative, be proactive and work independently
- Relevant qualification in a social science or related discipline, ideally with strong quantitative and qualitative elements
- Excellent written and oral communication skills

Mindset

- This is an exciting opportunity in a young organisation. As such, many of the systems and processes that are normal in an established organisation either do not exist or are newly forming.
- To be successful in this role, the candidate will need:
 - to thrive when operating in uncertainty
 - a proactive and flexible approach, able to identify and take forward opportunities and work effectively in partnership with others.



- a positive and can-do attitude, willing to roll their sleeves up to get into details where necessary
- a willingness to collaborate internally and externally to achieve our mission
- strong leadership communication skills

Things to know

- As part of Youth Futures Foundation's safeguarding policy, all employees are subject to a basic Disclosure and Barring Service (DBS) check

The young people we aim to serve – and the challenges they face - are all unique. We are looking to build a team that reflects this diversity. Our commitment to inclusion across race, gender, age, class, religion, identity, and experience forms the cornerstone of our work. We are an equal opportunities employer, welcoming applications from all sections of the community.

We are keen to explore the widest possible pool of talent for all our roles. Internally, we encourage an open, collaborative and inclusive working environment. We have established an Equalities, Diversity and Inclusion steering committee with team members from across the organisation and headed by a member of the Senior Leadership Team.

