

It starts with community

The National Lottery Community Fund
Role Profile



Evaluation Manager

Directorate:	Communications, Impact and Influence
Department:	Impact and Evidence
Role/Competency level:	Level 3
Reports to:	Head of Impact and Evaluation



Role Profile: Evaluation Manager

Role purpose

In CII we support and serve the whole of the Community Fund, so that together we make communities more resilient, equitable and environmentally sustainable. We do this by developing funding strategy, making strategic UK-wide grants and championing an equity-based approach. We provide professional leadership in communications, impact, service design and policy so that our services meet the strategic needs of the organisation and puts communities at the centre of all that we do.

This role is part of our Evidence and Impact team. We aim to provide an integrated insight, evidence and impact service operating across the Fund that supports communities, stakeholders and colleagues. We use evidence and insight to create positive change by informing our equity-based approach to funding, demonstrating the impact that we and communities make, and responding to our devolved working environment.

As an Evaluation Manager you will contribute to a culture where evidence and learning are seen as valuable tools to demonstrate the difference we enable in communities. Working closely with your Head of Profession and teams within the Impact team and across the Fund, you will lead on the delivery of a range of evaluations as well as support non-specialist staff to appreciate the value of evaluation and understand the breadth and depth of approaches and mechanisms that can be employed to deliver a meaningful understanding of what works for communities.

You will play an important part in our evaluation service and you will use common Evidence and Impact processes to identify the needs for evaluation from your users, working closely with our embedded analysts. You will proactively manage large scale evaluations for our users by developing the brief and specification, commissioning the work and managing the supplier. You will need to agree the standards and measures of success with the business user within the Fund and ensure that the deliverables from the work meet and exceed these. In doing so, you'll help to deliver our team ambition to 'demonstrate our impact' and support evidence-based funding.

Beyond your immediate projects you work with your team on wider guidance and support for communities and grantholders with evaluation. You'll also lead and contribute to events that disseminate and communicate evaluation findings. You'll have a strong commitment to professional development and will be required to maintain a strong knowledge of best practice in evaluation design and delivery.

The primary stakeholders for this role are applicants and grantholders, the communications team and the other teams in Evidence and Impact.



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Key responsibilities

- Design, commission and manage external evaluation and research contracts, including through the oversight of third party suppliers.
- Work with the embedded analytical teams to proactively identify and prioritise evaluation requirements of all funding teams in our portfolios.
- Deliver evaluation projects to agreed time, cost and quality standards, applying strong project management approaches to your work.
- Contribute to the team's work to compile compelling evidence of the difference we make with communities through our funding and work with our communications team to integrate this into regular impact reporting.
- Ensure the evaluations you manage are delivered in accordance with standards and best practice, including the Magenta Book and Government Functional Standard for Analysis.
- Contribute to ensuring that evaluation practice across the Community Fund supports communities, colleagues and stakeholders, including by drafting and improving our guidance and policies regarding grant holder and programme evaluation.
- You'll also need to work within the Fund's policies and procedures and the necessary legislation, in a way that is in line with our vision and principles. If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.



Role Profile: Evaluation Manager

Knowledge, skills and experience

- A professional qualification, bachelor's degree or equivalent level of experience in a relevant discipline such as quantitative or qualitative research methods, experimental and non-experimental evaluation approaches or value for money assessments.
- Strong written and verbal communication skills, with the ability to effectively communicate with different audiences.
- Experience of designing tenders, commissioning evaluations and of managing external research/evaluation consultants.
- Experience of ethical frameworks for research and conducting data protection impact assessments
- Experience of working with multiple stakeholders, often with competing priorities, to gain agreement.
- Competence in use of Microsoft office programmes and tools, including Excel, Word, PowerPoint and SharePoint.



Role Profile: Evaluation Manager

Role competencies: Level 3

- **Strategic direction**
Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- **Leading our culture**
Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- **Working together**
Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- **Delivering quality results**
Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- **Diligence and control**
Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- **Developing self and other**
Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

Our Values



We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.



We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.



We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.



We are adaptable

We welcome and embrace new ideas and ways of working.



We are compassionate

We work with care consideration and humility.