

It starts with community

The National Lottery Community Fund
Role Profile



Evidence Engagement Officer

Directorate: Communications, Impact and Influence

Department: Evidence and Impact

Role/Competency level: Level 2

Reports to: Evidence Engagement Manager



Role Profile: Evidence Engagement Officer

Role purpose

In FSCI 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 Evidence Engagement Officer, you'll make an important contribution towards our goal of 'evidence-based funding'. As an embedded analyst you will be based in one of our funding departments while working as part of the FSCI Evidence and Impact team. You'll create and share knowledge and learning from the Fund's work and the projects that we support on the ground. Capturing evidence of impact, policy and practice from internal and external sources will be vital in this role. You'll spend time facilitating organisational and individual learning, collaborating across Fund in themes of particular interest. You'll set a high priority on gathering intelligence to inform decision making.

To achieve this you will work to common processes with other analysts from across Evidence and Insight. This will include contributing content to our organisation wide Knowledge Bank. You will support funding teams and colleagues to use and apply the knowledge and learning from across the whole of the Community Fund and make sure it is relevant and accessible. Collaboration with other teams on priority topics will therefore be a crucial part of this role so that together we build relevant and accessible evidence about our four community-led missions.

You'll give advice to colleagues and decision makers on how funding can achieve greatest impact, using common tools and approaches that are adapted to meet the local need and context (such as our missions framework). You'll use a variety of communication tools to create and share learning, writing engagingly and concisely with respect for audience, presenting findings verbally to a range of audiences. By engaging with our Fund-wide data and dashboards you will support local colleagues to make full use of our Business Intelligence and reporting products. You will also be a champion for good data quality so that our corporate grant records accurately represent the reality of our projects on the ground. To achieve this you'll regularly collaborate with colleagues in other embedded teams across the Community Fund and from our supporting functions such as Strategic Analysis, Data and BI and Community Learning Services.

Your key stakeholders for this role will be: funding colleagues, embedded analysts in other portfolios and external partners and organisations who share our goals for evidence based funding.



Role Profile Evidence Engagement Officer

Key responsibilities

- Understand the evidence needed by funding teams to support effective decision making.
- Deliver evidence projects to the specifications and standards agreed with the Evidence Engagement Manager and working with colleagues from across the Fund.
- Create and maintain guidance and templates for evidence summaries that support both assessment and management of grants, linking to the appropriate tools available across our Impact function
- Support funding colleagues to understand and make best use of the range of evidence sources and tools that are available to them.
- Look across cohorts of projects to identify common themes and learning alongside funding colleagues to support context and evidence-led decision making and sharing across projects and portfolios.
- Promote consistent use of data and BI across your host department, helping colleagues to use and apply Fund-wide dashboards and analysis to their local context.
- Create engaging content for organisation-wide knowledge and learning platforms to agreed standards and processes.
- Support colleagues to understand and implement consistent data and evidence recording mechanisms to enable improved collation and rigour of evidence.



Role Profile: Evidence Engagement Officer

Knowledge, skills and experience

- Experience and/or qualification in a relevant discipline such as social research, public policy or economics.
- Strong written and verbal communication skills, with the ability to effectively communicate with different audiences.
- Good project management skills.
- Familiarity with a range of a data, evaluation and research disciplines.
- Ability to write and speak about complex ideas, information and impact in an engaging and simple way.
- A desire to work with a wide range of colleagues to deliver projects and learn together
- Understanding of and curiosity about our work and the communities we serve.
- 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: Evidence Engagement Officer

Role competencies: Level 2

- **Strategic direction**
Understands strategic priorities and seeks to align own actions with team, directorate, and organisational goals.
- **Leading our culture**
Contributes to an inclusive working environment where all opinions and challenges are listened to, and all individual needs including own wellbeing are considered.
- **Working together**
Considers team as well as individual success and adjusts working style and practices to achieve results.
- **Delivering quality results**
Knows what is expected and regularly checks performance against objectives, making suggestions for improvement or taking corrective action where necessary.
- **Diligence and control**
Follows relevant policies, procedures and regulations and acts to prevent problems by identifying and reporting issues and contributing to solutions.
- **Developing self and other**
Takes responsibility for own development, completing and maintaining a Personal Development Plan. Seeks learning opportunities and feedback.

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.