1. **Role Description**

**Fixed term post Sept. 2019-March 2020**

**Title: Senior Research, Information and Evaluation Officer - Community Capacity Building and Carer Support Programme**

**Remuneration:** £25-32,000 depending on qualifications and experience.

**Weekly Hours:** 35 (with opportunity for flexible working)

**Location:** Airdrie, North Lanarkshire [with home-working possible]

1. **Role Purpose**

To deliver the following short-term projects.

* Scoping study on social prescribing in North Lanarkshire, which will include literature review and consultation.
* Review and development of Community Capacity Building and Carer Support Programme [CCBCS] information, monitoring and evaluation framework and guidance, including performance measures, methods, information management and reporting

1. **Reports to and supported by** Community Capacity Building and Carer Support Programme Director
2. **Direct Reports** (Line Manages): None
3. **Key Responsibilities**

Please see outline briefings for both projects [here]

1. **Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| 1. **Educational Attainment** |  |  |
| At least three Highers or equivalent qualifications | \* |  |
| Degree in relevant discipline | \* |  |
| Specialist training/qualification in social research (preferably at Masters level) | \* |  |
| 1. **Values, attitudes, knowledge and experience** |  |  |
| * 1. An interest in the following issues and good understanding of these **or** an ability to develop this quickly. * the Scottish Health and Social Care agenda and the personal outcomes approach * prevention and early intervention to promote well-being and tackle health inequalities * social prescribing | **\*** |  |
| * 1. Good understanding of information management and evaluation research in the context of programme management of social interventions. | **\*** |  |
| * 1. Experience of social research including quantitative and qualitative methods | **\*** |  |
| * 1. Experience of evaluation research, including assessment of outcomes |  |  |
| 2.4 Experience of information management | **\*** |  |
| 2.5 Demonstrable interest in working on the two projects in North Lanarkshire, which will make a positive contribution to the quality of life and wellbeing of residents and communities. | **\*** |  |
| 2.6 A positive and “can do” attitude with a willingness to reflect, learn and improve. | **\*** |  |
| 2.7 Demonstrable commitment to and understanding of the mission and values of VANL |  | **\*** |
| 2.6 Understanding of the voluntary sector |  | **\*** |

|  |  |  |
| --- | --- | --- |
| 1. **Skills and Qualities** |  |  |
| 3.1 Good oral and written communication skills | **\*** |  |
| 3.2 Able to work well with internal and external colleagues. | **\*** |  |
| 3.3 Able to use ICT effectively to fulfil working responsibilities | **\*** |  |
| 3.4 Able to plan and manage work well to deliver good-quality outputs to schedule. | **\*** |  |

**B.Terms and Conditions**

1. **Salary:** £25,000 – 32,000 a year

1. **Annual leave:** 25 days plus 10 public holidays (pro rata)
2. **Contributory pension:** 6% employer’s contribution/ 3% employee contribution
3. **Probationary period:** one month
4. **Agreement** (to be signed and filed electronically)

**Line Manager**  **Date**

**Employee** **Date**

**CEO**  **Date**

[ends]