

EDINBURGH CHILDREN'S HOSPITAL CHARITY
SOCIAL IMPACT MANAGER
JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Social Impact Manager
Job Location: ECHC Office
Reports to: Chief Operating Officer

Purpose:

The **Social Impact Manager** will support the Senior Management Team to develop, implement and oversee the delivery of an evaluation framework with a strategy for monitoring and reporting across the organisation. Our goal is to leverage insights to maximise the impact we have over time, learning from feedback and building improvement into service design.

Areas of Responsibility:

1. Finalise the development of our monitoring and evaluation framework and ensure the ongoing effectiveness of this framework to capture, interpret and report the evidence required to demonstrate the impact of our work.
2. To manage the design and collection of monitoring data to enable us to tell our impact story across the organisation including our grants programme, volunteer programme and Children's Wellbeing Service.
3. Contribute to improving systems and processes to develop our capacity to capture, report and analyse evaluation data.
4. To lead the development of our impact stories, integrating all sources of data including quantitative and qualitative analysis to bring to life the difference we make.
5. Ensure the impact of our work is communicated to all our stakeholders. This includes the design, development, and publication of an annual impact report as well as preparing and disseminating reports and presentations on the impact of our services and grants programme.
6. Contribute to the development of funding proposals/bids and provide support in fulfilling the monitoring and evaluation reporting requirements of our funders.
7. Help shape our approach to evidence-based service design, with evaluation plans that help us assess services, mapped back to the charity's outcomes and strategy.
8. Help upskill facilitators and others to develop understanding of the critical role of evaluation and their role when capturing data and feedback.
9. Provide information internally on learning and data from evaluation work to assess performance and make decisions about future activity.
10. Work with the grants programme to engage with applicants on determining and reporting on their outcomes.
11. Line manage ECHC's grants administrator.
12. Any other duties appropriate to the role and in line with the needs of ECHC.

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REQUIREMENTS	ESSENTIALS	DESIRABLE
<u>Education & Qualifications</u>	Qualified to degree level or with equivalent relevant professional experience	Additional qualification or membership of relevant, recognised professional body.

<u>Experience & Knowledge</u>	<ul style="list-style-type: none"> ▪ Experience in research/analysis relevant to meeting the monitoring and evaluation requirements of ECHC, with practical experience of applying impact frameworks. ▪ Experience of a wide range of qualitative and quantitative research methods with strong analytical skills in quantitative and qualitative data collection and analysis. ▪ Ability to design and manage monitoring and evaluation projects; selecting and developing methodologies and determining resources required. ▪ Ability to analyse data from a variety of sources to tell stories in a creative and engaging way. ▪ Experience of managing projects, with the ability to prioritise efficiently and deliver to deadlines. ▪ Experience of facilitating co-design and participatory engagement sessions. ▪ Strong team player, with the ability to develop and effectively manage and maintain interpersonal relationships across the organisation and externally and at all levels. ▪ Ability to share knowledge and skills to upskill team 	<ul style="list-style-type: none"> ▪ Experience of operating in the voluntary sector. ▪ Experience of working within the field of children and young people/healthcare. ▪ Knowledge of service design or design innovation methods.
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	<p>members who might play a critical role in data capture.</p> <ul style="list-style-type: none"> ▪ Excellent report writing skills, including the ability to produce accurate reports. ▪ Strong level of IT literacy, including software for both quantitative and qualitative data and databases. ▪ Able to work independently, set own priorities and deliver within agreed timescales. ▪ Flexible approach and able to manage change and adapt in response to the growing business. ▪ Self-motivated, creative and outcome oriented. 	
<u>Additional</u>	<ul style="list-style-type: none"> ▪ Passionate about the strategic aim and purpose of ECHC. ▪ An ability to be empathetic and sensitive to the needs of ECHC's beneficiaries. ▪ Professional and convey the values of ECHC at all times. 	