

We're looking for a new team member...

SENIOR EVALUATION CONSULTANT

Full time (or 4 days per week)
£32,000 - £42,000 per year (FTE)

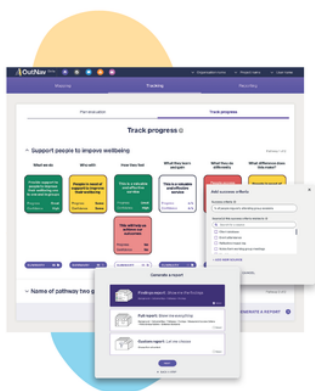
We are recruiting a Senior Evaluation Consultant to join our growing team. We need someone who has a passion for helping organisations use evidence to drive change, along with strong facilitation and evaluation/research skills. We believe that evaluation is best when it is used for learning, improvement, reflection, and storytelling. Our approach builds on logic models or theories of change as tools for planning, organising, and reflecting on data. We want our clients to have the evidence they need to deliver as best they can for people and communities.

Matter of Focus was set up in 2017 by Ailsa Cook and Sarah Morton and is a consultancy and tech company. We are a B Corporation, on a mission to help people transform public policy and services to focus on what matters to people and communities.

We work with organisations to:

- help them understand and work meaningfully with the outcomes or impacts that matter to them
- support them to use data and evidence effectively
- use our tools and techniques to track change.

We have a highly refined process of working with clients that includes setting out outcome or impact maps, identifying and improving data, and reporting, that is based on our extensive experience, and builds on Contribution Analysis. This is brought to life through our software OutNav.



OutNav is an innovative cloud-based software that we have developed to underpin our approach to outcome monitoring and evaluation. We have spent the last five years building this platform for clients to manage outcome and impact evaluation - it provides them with single place to hold outcome maps and for collecting, collating and analysing data. We constantly improve and refine OutNav and are considering other products that can help organisations use data and evidence effectively.

If this sounds exciting to you and you have experience of evaluation, public and/or voluntary sector organisations, work influencing or assessing policy, and you would like to join a small team and help it grow, then read on...

WHAT DOES A SENIOR EVALUATION CONSULTANT DO AT MATTER OF FOCUS?

The main work will be with and for our clients who are public service organisations across sectors, or voluntary organisations, or research centres. This is a mix of service delivery, policy or practice influencing, systems change, partnerships, and other organisations. You will be working across multiple clients and projects on different sizes and scales. On a day-to-day basis you will be doing a combination of the following:

- Leading and facilitating workshops to support clients with outcome mapping. Currently workshops are mostly on Miro, MS Teams and Zoom and we are slowly moving back to face-to-face, although virtual will always be part of our offer.
- Helping organisations to design and implement a framework for tracking their impact and progress towards outcomes, using OutNav.
- Supporting clients with qualitative analysis skills and devising qualitative and simple quantitative data collection methods with them.
- Supporting clients to use OutNav for all their mapping, tracking and reporting needs, including working with clients to identify opportunities to improve their systems and processes.
- Managing projects, including working with clients to plan and co-ordinate our work with them
- Helping us consolidate learning across client portfolios.
- Supporting our OutNav community of practice.
- Sharing learning in blogs, Twitter posts, webinars and presentations.
- Leading on data collection, analysis and report writing for specific commissioned work.

We value the input of staff on business development, so senior evaluation consultants also:

- Meet potential clients to discuss how our approach might work for them.
- Attend team meetings and support admin and junior staff on projects.
- Contribute to the ongoing operation and strategic development of the company.

You will be following our well-developed processes and practices, but you will bring your analytical skills to help organisations use data, your facilitation skills to help organisations with the process, and an attitude of encouragement and respect to help a wide range of people succeed and enjoy this complex work.

WHO ARE WE LOOKING FOR?

You will have:

- a degree/postgraduate qualification in social science, giving a good grounding in the issues our clients face.
- highly developed social research and evaluation skills, particularly competence and passion for the role of qualitative data collection and analysis.
- a belief in internal evaluation and building organisations' own capacity to use data and evidence.
- experience of working with public service organisations, across the public and voluntary sector and in any or more than one sector (health, social services, policy influencing, etc.).
- experience of bringing together multiple forms of evidence to drive change or supporting others to do so.
- the ability to communicate well, face to face, online and in writing, to a broad range of clients, including very senior public servants, and service users/volunteers – we particularly value plain language communication and need someone with the ability to break down complex evaluation concepts and tasks into easily understandable chunks.

- an interest and aptitude in using software, and a belief that public service organisations deserve high quality tech solutions to help them deliver better for people and communities.
- experience of supervising and mentoring staff to do the best job they can.
- a cheerful disposition and ability to work well in a team. Our culture is can-do and collegiate, and everyone needs to be willing to work for the greater good of the team.

We will be particularly impressed if you have experience of working in a busy environment, managing multiple projects and competing demands and if you have held learning and improvement or knowledge mobilisation roles.

WHAT'S IT LIKE WORKING AT MATTER OF FOCUS?

We are a values-led company that:

- brings together the best of people and technology to help public services to solve social challenges.
- creates new and dynamic ways to use data and evidence to design and implement policy, services and initiatives.
- believes in a just world and underpins all our work with this ethos.

Everyone at Matter of Focus works together to further these aims and we are proud to have fostered a culture that is welcoming, positive and supportive, whilst also being hard-working and focused.

To achieve this, it is important that all team members:

- work in a focused and productive way for the hours they are with the business
- maintain a good work/life balance
- communicate effectively with everyone involved with Matter of Focus, bringing their perspective, ideas or concerns to the table
- are friendly and open to all potential and current customers
- generally, help with any tasks required in making Matter of Focus a successful business.

SALARY, HOURS AND BENEFITS

The salary range for this post is £32,000 to £42,000 per year (FTE).

This post is Full Time or 4 days a week.

We are currently a team of 13 people and our base is in Edinburgh, with some remote working (and currently all staff supported to work from home).

Our normal working week is 35 hours, and we can be flexible to accommodate caring needs.

We have a generous holiday allowance of 40 days per year (FTE) including public holidays.

APPLICATIONS AND INTERVIEW PROCESS

Please send your CV with a covering letter explaining why you are a good fit for this role and our company. Any questions and applications should be directed to recruitment@matter-of-focus.com

Closing date: 11am (BST) Monday 6 June 2022

Anticipated date for pre-interview call: week commencing 6 June 2022

Anticipated date for interview (virtual): 13 June 2022