

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

Evaluation Consultant

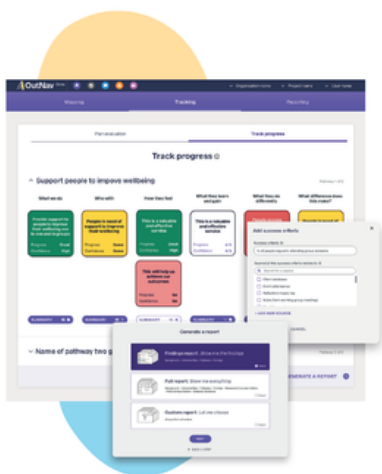
(Full time or 4 days a week)

We are recruiting an Evaluation Consultant to join our growing team.

Matter of Focus was set up in 2017 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 understand and track change.



We work with organisations, projects and programmes from organisations in the public sector, voluntary sector and working across sectors in Scotland, the UK and internationally. Through consultancy and our innovative software, OutNav we support them to tell their story and evaluate their contribution.

We are a growing company, taking our approach to new organisations and places. If this sounds exciting to you, you have experience and interest in evaluation and research, a good social science degree, experience of public and/or voluntary sector organisations, and you would like to join a small team and help it grow, then read on.

WHAT DOES AN EVALUATION CONSULTANT AT MATTER OF FOCUS DO?

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:

- Supporting the team to facilitate workshops to support clients with [outcome mapping](#) (currently these 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 the offer). Including programme and virtual preparation, meeting coordination and project management.
- Day to day contact with clients to answer queries or follow up from meetings
- Supporting clients to use OutNav for all their mapping, tracking and reporting needs and demonstrating and orientating new clients to use it.
- Managing and administering projects, helping plan and coordinate work across time.
- Taking part in discussions about the processes we use, the challenges we face, taking notes of internal meetings and learning.
- Supporting our OutNav community of practice — where clients meet.
- Working with Senior consultants to collect and analyse data and report writing for specific commissioned work.
- Supporting more senior members of the team to help streamline processes and save time.
- Helping with gathering and analysing feedback from clients.

You will be following our well-developed processes and practices, and you will bring strong organisational skills, an attitude of encouragement and respect to help a wide range of people succeed and enjoy this complex work, and a 'can do' attitude to helping the whole team. This post will work with some supervision and support, moving to more autonomy as experience develops.

WHO ARE WE LOOKING FOR?

We are looking for a graduate with an interest and aptitude in evidence and data, but also a pragmatic approach to working with organisations who face many challenges.

You will have:

- a degree/postgraduate qualification in social science, giving a good grounding in the issues our clients face
- some experience and/or knowledge of social research and evaluation skills, and an understanding and experience of using qualitative data
- 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)
- be an excellent communicator, both face to face and in writing
- have an interest and aptitude in using software solutions
- be well organised and good at following processes and recording work
- 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
- humility and the desire to learn and improve.

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 posts supporting evaluation or learning in relevant sectors.

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. There are opportunities for growth and promotion, and our culture encourages individual responsibility and autonomy.

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 £24,000 to £32,000 per year (FTE), depending on experience.

We are currently a team of fourteen people and our base is in Edinburgh, with some remote working (and currently all staff supported to work from home but expecting to have an office base this year for hybrid working).

Our normal working week is 35 hours, and we can be flexible to accommodate caring needs. Our holiday allowance is 40 days per year (FTE) including public holidays.

APPLICATIONS AND INTERVIEW PROCESS

If you would like to apply for this role, please send your CV with a covering letter explaining why you are a good fit for this role and our company.

Any questions please direct to recruitment@matter-of-focus.com

Closing date: 11am (BST) Wednesday 17th August 2022

Anticipated date for interview (virtual): Monday 29th August 2022