**August 2022**

# Applicant Information: Evaluation Support Manager

Thank you for your enquiry about the above post. Along with this letter you should have tips on how to apply, the job description, person specification, background on the post, the application form and the equal opportunities monitoring form.

In order to apply you will need to fill in and send us:

* The application form.
* The equal opportunities monitoring form. (This does not form part of the selection process but helps us monitor our processes).

You can find out more about Evaluation Support Scotland on our website at [www.evaluationsupportscotland.org.uk](http://www.evaluationsupportscotland.org.uk). If you would like to discuss the post please email me at [steven@evaluationsupportscotland.org.uk](mailto:steven@evaluationsupportscotland.org.uk).

Completed applications should reach us no later than **12pm Monday 5 September 2022**. Interviews will be held on **Wednesday 14 September.**

Our intention is to conduct interviews **in person** at our office in Edinburgh. However, if circumstances require it we should be able to interview via Zoom on the same date.

Please send your application by email to [steven@evaluationsupportscotland.org.uk](mailto:steven@evaluationsupportscotland.org.uk) with ‘Evaluation Support Manager application’ in the e-mail header. If we invite you to interview we will ask you to sign your application form at the interview. You can also post your application to the above address.

Unfortunately, we do not have the resources to reply to you if you have not been invited to interview. So if you haven’t heard by 9 September please assume your application has not been successful.

We will shortlist the people whose applications demonstrate the strongest fit with the person specification. We are unable to give feedback to candidates who are not shortlisted. Unsuccessful interviewees will be able to ask for phone or email feedback.

I look forward to receiving your application.

Yours sincerely



Steven Marwick

**Director**

**Tips on completing the application form**

1. Make it easy for us! When we read your application we are looking for evidence that you have the skills and experience listed in the **person** **specification (page 4)**. So when you fill in the supporting statement section of the application form please take each element of the person specification and provide a few sentences under each to explain how you meet that particular requirement. We may reject your application if you do not follow this approach.

2. Spell it out. For example, if you say for example that you have been a training co-ordinator we cannot assume you have the skills to deliver training. You might have booked people onto the course. You need to say that you have delivered particular training courses to whom and in what circumstances.

3. Give evidence rather than assertions. A statement ‘I am great communicator’ is not evidence. What we are looking for (for example) is for you to describe in a few sentences a time when you communicated well and what other people did or said to show that you had communicated well. That way we can judge for ourselves if you have the skills we are looking for.

**Job Description - Evaluation Support Manager (ESM)**

**4 days (28 hours)**

In summary the job involves designing, managing and delivering programmes about third sector evaluation and evidence in partnership with other organisations. This means negotiating with stakeholders, designing the programmes themselves and ensuring milestones are met. The ESM also delivers 1-1 tailored support, workshops and peer learning events commissioned by individual third sector organisations or funders. With ESS colleagues, the ESM identifies and shares learning in a variety of ways. The ESM builds relationships with other organisations so that ESS can generate income and achieve its outcomes. The post reports to the Director.

**Main responsibilities**

1. To design, manage and deliver programmes to build understanding about third sector outcomes and evaluation and generate learning to improve practice and policy. Programmes involve some or all of the following: facilitating learning sets or working groups of partners, delivering workshops or 1-1 evaluation support, leading strategic meetings, writing materials and resources, and running events.
2. To manage relationships with external partners to ensure successful delivery of existing programmes and agree new ones. This involves meeting with existing ESS clients to ensure your programmes are on track and negotiate flexibility if necessary. It also means working closely with the Director to identify and follow up potential work opportunities including meeting potential new clients and drafting costed proposals. Clients and partners can range from Scottish Government officials and national funders to small community organisations.
3. To coordinate ESS’s support for third sector researchers. You facilitate our core Third Sector Research Forum and organise events for our wider community of practice.
4. To provide tailored evaluation support and run workshops and peer learning events for third organisations across Scotland. This involves working with organisations so that they can identify their outcomes and build appropriate ways to measure and review the difference they make and embed evaluation and learning. Often these are one off sessions. Sometimes you might provide longer term evaluation support to an organisation.
5. To develop new practical tools and resources (including for our website) that can help people and organisations learn about self-evaluation, overcome evaluation challenges and share their learning. This includes good practice for funders.
6. To work collaboratively with colleagues to build ESS’s collective expertise about outcomes, evidence-use and self-evaluation. This includes leading joint projects and presenting learning to colleagues. It also involves maintaining appropriate records to monitor and evaluate the work undertaken in line with ESS’s outcomes.
7. To promote ESS and share learning from and about evaluation.

**Evaluation Support Manager - person specification**

**1. You can help people to learn**

You have experience of helping people and organisations to learn in fun, accessible and imaginative ways. You can make complex topics more straightforward and adapt your message to suit different people. You help people build what they learn into their day to day work. You can deliver learning face to face and have experience of delivering learning online (Zoom) or the ability to pick that up very quickly.

**2. You can plan, deliver and manage complex programmes and projects**

You can identify a project’s stakeholders and their priorities. You have sound project management skills, allowing complex programmes to be planned and delivered on time and within budget. You can move between hands-on delivery and strategic conversations and are comfortable with both. You know when to make autonomous decisions, using organisational mission and outcomes as a reference, and when to check in with your boss before taking action.

**3. You can help other people get to grips with evaluation**

You understand the challenges that people in the third sector and funders face when they want to measure and demonstrate the difference they make. You understand the principles of self-evaluation and can explain a variety of planning and self-evaluation tools and methods based on practical experience.

**4. You can work well with other organisations**

You can confidently build relationships with other organisations to share ideas and work together on joint projects. You can understand and manage several different organisational perspectives (such as funders and third sector). You can work positively to resolve differences and identify and reach common outcomes. You can negotiate costed programmes of work and can balance meeting clients’ needs with managing ESS costs.

**5. You can work flexibly and collaboratively within a small team**

ESS can only achieve our outcomes if there is close collaboration and sharing of learning amongst our team. You can share ideas with colleagues and work with colleagues on joint projects. You show respect for colleagues, listen to their ideas and feedback and enjoy the buzz of working together. You contribute effective leadership of projects and occasionally work outside the strict requirements of the job. You set high standards and are ambitious for ESS. You enjoy your job.

**6. You provide an excellent service for a range of people**

You want everyone who contacts ESS to have a good experience, to understand what we’re about and pass on positive messages about us. You have a friendly and supportive manner and use plain English. You make sure that people with different needs or abilities get equal treatment.

**7. You keep on top of your busy workload**

Your work gets done because you have time management skills that work for you and your colleagues. You can balance the breadth of day-to-day delivery across a range of projects with being able to engage deeply in ongoing learning programmes. You can use Microsoft packages, especially PowerPoint and Outlook and a database.

ESS staff will travel much less than before the pandemic thanks to Zoom but this post still has an element of travel across Scotland and very occasional overnight stays.

**Background information about the post**

Our previous Evaluation Support Manager (ESM), Nicola Swan, moved to a new job at the start of April after 4½ years with ESS. In common with many third sector organisations we were unsuccessful in recruiting in May 2022 but this is an important post we need to fill so we are having another go!

The previous 2 pages give you the job description and person specification for the post. It is the person specification you should focus on when completing your application.

But to give you an idea of what the job looks like in practice some area of work that you would be leading on in the first instance are as follow:

* The [Third Sector Research Forum](https://evaluationsupportscotland.org.uk/tsrf/) (TSRF): we have just conducted a review of our facilitation of the TSRF and this post will be implementing a slightly new approach centred on developing a community of practice for people doing or commissioning research in the third sector.
* [Principles for Positive Partnership](https://evaluationsupportscotland.org.uk/what-we-do/partnerships/work-with-scottish-government/positive-partnership/): this post will be leading work with Scottish Government and SCVO to reenergise our work to promoted good relationships between Scottish Government and its grantholders. The will also be wider work with other funders about their support for and use of third sector evaluation.
* [Learning from Covid-19](https://evaluationsupportscotland.org.uk/evaluation/evaluation-approaches/learning-from-covid/): this post will lead on work to support the third sector to use evaluation of its services during the pandemic to inform the future.

Do not worry if you are not an expert in the above subject areas! Obviously you will have to pick up new knowledge quickly but you will receive induction and support from the Director and colleagues. What is important – and what we are looking for – is the skills and qualities in the person specification.

New projects come along regularly so there will be an ongoing mix of provided tailored evaluation support to individual third sector organisations and working with groups of third sector organisations to build understanding about third sector outcomes and evaluation and generate learning to improve practice and policy.

Please also note that the Deputy Director carries out many of the same responsibilities as this post so in effect you are one of two people doing similar work.

**Terms and Conditions**

1. The post is **part time (28 hours per week) – 4 days a week**. We would require you to work a Wednesday as that is the only day in the week that all other colleagues also work but otherwise we could be flexible about which day you don’t work.
2. The full equivalent time salary is £32,320. So the actual gross salary for this post (28 hours) is **£25,856.**
3. This is a permanent post. However, you should be aware that ESS is funded from time-limited grants and contracts, so the long term future of all posts rests on the continued success of our on-going work and fundraising.
4. The post is entitled to 24 days annual leave (30 full time equivalent). This includes public holidays **except** Christmas. You have **additional** paid holidays when the office is closed between Christmas and New Year.
5. There is a Contributory Pension with The Pensions Trust. ESS as an employer contributes 9% and employee contributes 6%.
6. All staff are entitled to an annual training budget of £500 for professional development, up to £150 of this can be used towards personal wellbeing.

**Hybrid working**

This role is based in our office in Thorn House, 5 Rose Street, Edinburgh. However our hybrid working policy means that staff work in the place that helps you **be your best at ESS**. For some staff that means working mostly in the office and others are mostly working from home.

There is limited private meeting space in our office so if several staff have external training or evaluation support to deliver online at the same time it’s particularly helpful that many are able to do so from home.

All of our systems (shared files, database, finance systems and so on) are fully accessible from anywhere with internet access and we will provide you with a work laptop and screen so if you preferred to work from home much of the time you would be able to do so.

At the same time it’s important to be together regularly to maintain our culture of team learning and team working. Currently we have *Workmate Wednesday* when staff are all in the office.

So the message you should take from this is that we are **flexible**. However, please note that contractually this is **not** a home-based post. In applying for this job, you should assume that you would be required to be in the office at least once a week and sometimes more frequently.

**Evaluation Support Scotland staffing structure**

Director

Steven Marwick

Finance and Business Manager

Lucy Craig

Deputy Director

Martha Lester-Cribb

Senior Training Officer

Shona Wells

Training Officer

Life Raluy

Evaluation Support Manager

Vacant

Communications Officer

Vacant

Workshops & Office Administrator

Wing Yen Yip

**All sections of this form should be completed.**

|  |  |
| --- | --- |
| **Post** |  |
| **Where did you find out about the position?** |  |

|  |  |
| --- | --- |
| **Your name** |  |
| **Your address** |  |
| **The best daytime phone number** |  |
| **Email address** |  |

**Declaration**

I declare that to the best of my knowledge the information contained within this form is accurate and true **and** that there are no restrictions on my ability to work in the UK that would be prevent me taking up this post.

|  |  |
| --- | --- |
| **Signature\*** |  |
| **Date:** |  |

\*an electronic signature is fine.

**Referees**

**Please give the names and contact details of two people who can comment on your suitability for this post. One must be your current or most recent employer.**

**First Referee Second Referee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Phone no** |  | **Phone no** |  |
| **Email** |  | **Email** |  |
| **Relationship** |  | **Relationship** |  |

**Education**

**Institution or**

**Body awarding Qualifications Dates Subjects or Qualifications gained**

# Current or most recent employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer** |  | | |
| **Position** |  | | |
| **Period in post – from:** |  | **To** |  |

**Please give information about your current or most recent post and briefly describe your duties and responsibilities.**

# Previous employment

Please list your employment history starting with the most recent.

Describe **briefly** your responsibilities in each post.

# Employer Position Responsibilities Dates

# Other relevant experience

Please include details of voluntary work and membership of organisations.

**Organisation Position Responsibilities & Achievements Dates**

**SUPPORTING STATEMENT**

Please use this section to explain how your previous experience and skills meet all elements of the person specification. Please use no more than the 2 pages provided.

Supporting statement continued for [name]

**Please return along with your equal opportunities monitoring form to:** [**steven@evaluationsupportscotland.org.uk**](mailto:steven@evaluationsupportscotland.org.uk)

**All applications must be received NO LATER than 12.00pm on the deadline date.**

Equal Opportunities Monitoring Form

**ESS is an equal opportunities employer and we are committed to the principles and practice of equality and diversity in all our work.**

**We collect information about all our staff and trustees to help us monitor our equalities practice. You can help by completing this form.**

*Please note: This page will be separated from your application form and will not be seen by the selection panel.*

**1. How would you describe your ethnic origin?**

Prefer not to say

**2. Which one of the following best describes you?**

Female  Male  Other  Prefer not to say

**3. Do you consider yourself to be a trans person?**

Yes  No  Prefer not to say

**4. What age group applies to you? Please tick/check one**

|  |  |  |  |
| --- | --- | --- | --- |
| under 29  40-49  60 or over |  | 30-39  50-59 |  |

Prefer not to say

**5. Are you disabled?**

We will seek to provide support and/or make adjustments to meet your requirements. The information you provide in this section can help us to do this.

Yes  No  Prefer not to say

Please outline any access requirements you have.

**6. How would you describe your sexual orientation?**

Prefer not to say

**7. Please indicate your religion or belief, including ‘none’**

Prefer not to say