

|  |  |
| --- | --- |
| Job Title: | Evaluation Analyst |
| Department/Group: | Research and Evaluation  | Travel Required: | Yes |
| Location: | Mellow Parenting Office, Glasgow | Salary: | MP points 23-26 £24,037 - £26,374Pro rata to 4 days per week  |
| Applications Accepted By: |
| E-mail: ENQUIRIES@MELLOWPARENTING.ORG**Subject Line**: EA PostAttention: Evaluation Team | Mail:FAO Evaluation TeamMellow ParentingUnit 4 - Six Harmony RowGlasgow G51 3BA |
|  |
| Role and ResponsibilitiesThis is an exciting opportunity for an experienced person to join a vibrant Scottish Charity working to promote parent child relationships from generation to generation. This post is being funded by a Scottish Government Grant until 31st March 2025.  This post will contribute to the vision of Mellow Parenting: “We want every child, wherever they are in the world, to be part of a safe and nurturing family that will allow them and future generations the best possible start in life.” We need someone who is passionate about how evaluation makes a global difference in infant, child, maternal and paternal mental health and parent child Interaction.You should have a thorough working knowledge of both Qualtrics and Excel, and a good understanding of the importance of using evaluation measures within applied research in real life settings. Experience of using validated assessments to measure mental health and wellbeing would be really helpful. We are looking for someone who can bring the evidence alive by making it super easy to understand and share with all stakeholders through a wide range of channels. You will work with our Team to share our evidence. Key roles and responsibilities within this post will be:* Working with and providing the CEO and Development Officer data on Funded outcomes.
* Responsible for documenting and improving on the existing Mellow Parenting Evaluation Framework.
* Responsible for ensuring all evaluation data is maintained and kept up to date.
* Provide regular evaluation updates that can be used to promote Mellow activities and impact on workforce, parents and children
* Support national and international Mellow Practitioners to evidence their outcomes.
* Provide practitioners with an end of group of evaluation reports with outcomes.
* Working with international partners to develop culturally appropriate evaluation questionnaires.
* Assist Practitioners to achieve accreditation with the evaluation component.
* Translate the evidence gathered from routine data into accessible platforms to be shared with all stakeholders.
* Work with partners to utilise and publish/disseminate routine data gathered through the Evaluation Frameworkin an innovative easy to understand way.
* Evaluate new programmes and trainings for effectiveness.
* Maintain and develop new partnerships with Universities.
* Devise and implement a 4-6-week volunteer programme to support the write up of Evaluation reports.
* Attend relevant conferences, exhibiting, doing presentations, networking and being the Mellow Parenting representative.

Qualifications and Education Requirements* Minimum 2.1 in relevant discipline: Public Health/Research/Analysis/Statistics/Mathematics or relevant experience

Essential * Thorough working knowledge/experience in Qualtrics
* Thorough working knowledge/experience in Excel
* Research & evaluation skills, including literature reviews, use of stats packages, management of qualitative data and qualitative analysis.
* Excellent communication and Interpersonal skills.
* Excellent organisational and team management skills.
* High degree of computer literacy including familiarity with MS Office/Statistical packages.
* Experienced in working with confidential information.
* Able to work flexibly and effectively under pressure to meet fluctuating deadlines.
* Able to work as part of a team and on own initiative.
* Willingness and ability to travel.
* Willingness to undergo full Disclosure checks.
* Ability to break down data in an understandable format.

DESIRABLE* Previously written and published an academic research paper.
* Have existing knowledge and understanding of Mellow Parenting as an organisation or willing to learn.
* Understand the role of cultural and contextual relevance when conducting applied research.
 |  | Date: |  |
| Reviewed By: | RSM/RI  | Date: | 15.03.2023 |



**Applicant Information: Evaluation Analyst**

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

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

* Your completed application form.
* Your completed 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 Mellow Parenting from on our website: [www.mellowparenting.org](http://www.mellowparenting.org)

Completed applications should reach us no later than 7th April 2023

Interviews will be held on the 18th April 2023 and it is expected that the successful candidate will commence as soon as possible thereafter. Funding for the post is available until 31st March 2025.

Please email your application to enquiries@mellowparenting.org with ‘Ev Analyst Post” in the
e-mail header.

We will shortlist the people whose application demonstrates the strongest fit with the specification.

All applications will be acknowledged by email and invites for interview will be sent by email. If you have not been selected for interview, we will also endeavour to advise you by email.

Those who are selected for interview will be asked to undergo a small challenge, details of which will be sent with the invitation to interview email.

We look forward to receiving your application.

Yours sincerely,

Raquib Ibrahim

Chief Executive Officer

Mellow Parenting Ltd Telephone: 0141 445 6066

Unit 4, Six Harmony Row Email: info@mellowparenting.org

Glasgow G51 3BA [www.mellowparenting.org](http://www.mellowparenting.org)

A Company Limited by Guarantee No 349127 and a Registered Charity: SC037384

**Tips on completing the application form**

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 essential and desirable skills of the post specifications.

We read your application carefully but it makes it much easier for us if you set out your evidence as clearly as you can in the supporting statement section of the application form. You can do this by taking each element of the job description and providing a few sentences under each that explain how you meet that particular requirement.

Spell it out. If you say for example that you have worked to and reached targets, tell us about them: Describe what you have done and can do. Tell us what you have evaluated, how you analysed it, and how you presented the data externally.

Give evidence rather than assertions. A statement “I have represented my current employer at events” is not evidence. The following statement is better: “I acted as representative for …. And presented to the audience on in September 2022”

Also, don’t say that you have the ability to communicate effectively both verbally and in writing – give us some evidence of how you communicate and how others respond to you.

That way we can see more clearly what you think good communication is and how you know you are a good communicator.

Thank you!



### APPLICATION FOR EMPLOYMENT

## CONFIDENTIAL

Mellow Parenting wishes to ensure that comparison between applicants for posts is thorough, fair and in line with its Equal Opportunities Policy. It is therefore essential that you complete this application form fully as it will be used to assess whether you will be short listed for interview. Please also attach your CV.

Please feel free to use as much as space as necessary.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION APPLIED FOR: Evaluation Analyst**

**SURNAME**

**FIRST NAMES[s]**

**ADDRESS**

**TEL NUMBERS**

**(include day/evening and mobile)**

**EMAIL ADDRESS**

How much notice, if applicable,

are you required to give to your

present employers?

Do you hold a current driving

 **YES/NO** (Please delete as applicable)

 **YES/NO** (Please delete as applicable)

licence?

If yes do you have access to a

car?

**WORK EXPERIENCE**

We want to know about your work experience, paid or unpaid. Please include your current/previous employment, voluntary work, or community activities, and time spent caring for dependants, etc. if appropriate. Please also give your reason for leaving.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name of Employer/Organisation** | **Main tasks undertaken** |
|  |  |   |

**EDUCATION**

Please give general educational information, and highlight any which are particularly relevant to the post.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Education** | **Qualifications** |
|  |  |  |

**TRAINING**

Please list any training which you have received, or are currently undertaking, which you consider relevant to the post.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Training** | **Qualifications** |
|  |  |  |

**SUPPORTING STATEMENT**

**In this section we would like you to give your reasons for applying for this post. *Bearing in mind the job description*, please indicate what experience, skills and interests you would bring to this job. Please include your personal interests. You may use up to two pages.**

**REFERENCES**

We wish to seek a reference from your present or most recent employer.

Please provide below the names and addresses of two referees who can comment on your suitability for the post.

May we contact your present employer at this stage? **YES/NO** (Please delete)

**Referee One:**

**Name**

**Position**

**Contact Details i.e. address, phone and email address:**

**Referee Two:**

**Name**

**Position**

**Contact Details i.e. address, phone and email address:**

I declare the information given on this form is correct to the best of my knowledge.

**Signature** .................................................. **Date** .................................

Please return this form via email to: enquiries@mellowparenting.org

Closing date for applications: 7th April 2023

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#

# Mellow Parenting Equality and Diversity Monitoring Form

Mellow Parenting wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Please return the completed form to finance@mellowparenting.org

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say 

If you prefer to use your own term, please specify here …………………….

 **Are you married or in a civil partnership?** Yes  No  Prefer not to say 

 **Age** 16-24 25-29  30-34  35-39 40-44  45-49  50-54 55-59  60-64  65+  Prefer not to say 

 **What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

***White***

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish Traveller  Prefer not to say 

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other mixed background, please write in:

***Asian/Asian British***

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab  Prefer not to say  Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

 **What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual 

Prefer not to say 
If you prefer to use your own term, please specify here:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

 **What is your current working pattern?**

Full-time  Part-time  Prefer not to say 

 **What is your flexible working arrangement?**

None  Flexitime  Staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say  If other, please write in:

 **Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over)  Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 