

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

## Senior Evaluation Consultant

Full time (32 hours per week ) or part time (minimum 24 hours)

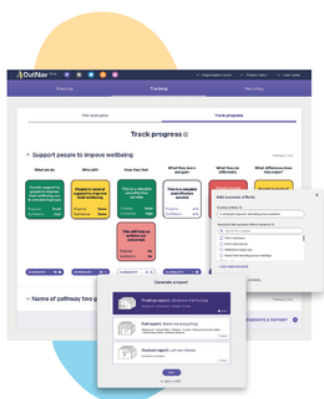
Matter of Focus was set up in 2017 by Ailsa Cook and Sarah Morton and is a consultancy and award-winning tech company. We are a B Corporation, on a mission to help people transform public policy and services to focus on what matters to people and communities.

### 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 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 theories of change or outcome maps 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.

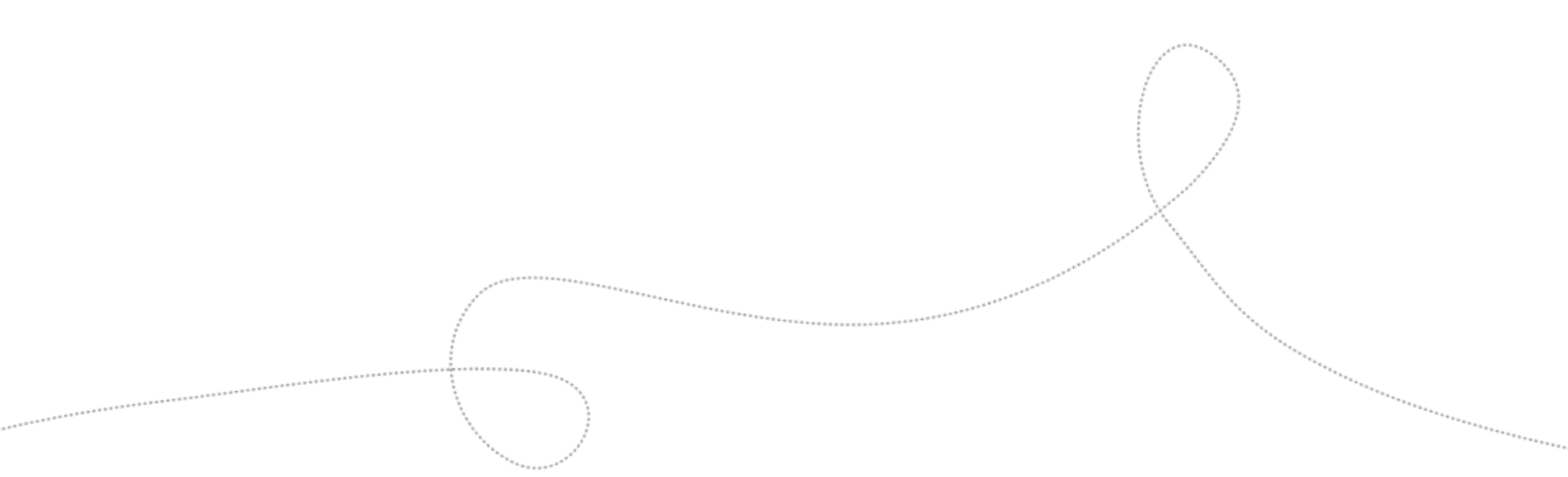
We have a highly refined process of working with clients that includes context analysis, strategy support, setting out outcome maps, identifying and improving data, and reporting. Our approach is based on our extensive experience and builds on Contribution Analysis. It is brought to life and embedded into organisations through our software OutNav.



OutNav is the specialist cloud-based software 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 - a single place for them to hold outcome maps and for collecting, collating and analysing data. We continually improve and refine OutNav and are considering other products that can help organisations use data and evidence effectively.

We are looking for someone with experience of evaluation, working with or within the public and or voluntary sectors, and are particularly keen to hear from people with experience working in the children and families sector or supporting engagement of people with lived experience.

If you are someone that sees the benefit and potential of digital technologies to support complex work, and would thrive working in a small, committed team, helping it to grow, please 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 the public and voluntary sectors, and research centres, that undertake a mix of service delivery, policy or practice influencing, systems change, partnerships, supporting engagement of people with lived experience. You will work across multiple clients and projects on different sizes and scales. On a day-to-day basis you will do a combination of the following:

### **Work with clients**

- Lead and facilitate workshops to support clients to understand and describe their outcomes and impact, the context for their work, or what they need to do to be more outcome-focused, including [outcome mapping](#).
- Help organisations to design and implement a framework for tracking their impact and progress towards outcomes, using our software OutNav.
- Support clients with qualitative analysis skills and devising qualitative and simple quantitative data collection methods with them.
- Support clients to use OutNav for their mapping, tracking and reporting needs, including working with clients to identify opportunities to improve their systems and processes.
- Lead on data collection, analysis and report writing for specific commissioned work.

### **Internal work, learning and improvement**

- Help us consolidate learning across client portfolios.
- Use software to manage projects effectively (e.g. Wrike, CRM).
- Support our OutNav community of practice.
- Share learning in blogs, social media posts (Twitter and LinkedIn), webinars and presentations.
- Supervise evaluation consultants in our team.
- Attend team meetings and support or supervise colleagues on projects.
- Contribute to the ongoing operation and strategic development of the company.
- Prepare proposals and work closely with the relationship manager to support prospective clients through our sales pipeline.

You will follow our well-developed processes and practices, but 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 are someone with:

- a postgraduate qualification in social science or equivalent experience, giving a good grounding in the issues our clients face,
- well developed social research and evaluation skills, particularly with 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 for improvement and learning,
- experience of bringing together multiple forms of evidence to drive change or supporting others to do so,
- experience of working with public service organisations (public and/or voluntary sector)
- proven experience of managing multiple projects and competing demands
- the ability to communicate well, face to face, online and in writing, to a broad range of clients, including 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 the children and families sector and coproduction in evaluation.

## WHAT'S IT LIKE WORKING AT MATTER OF FOCUS?

We are a values-led company that aims to:

- grow a profitable and sustainable business that makes a meaningful contribution to improving public services,
- establish Matter of Focus as the market leader for outcome-based thinking and support,
- foster a respectful and healthy working environment for our team and all who we work with.

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 clients,
- generally, help with any tasks required in making Matter of Focus a successful business.



## SALARY AND HOURS

- The salary range for this post is £35,000 to £39,000 per year (or FTE), depending on experience.
- This post is Full-time (32 hours) or Part-time (minimum 24 hours per week)
- Our normal working week is 32 hours and we have some flexibility about how this is managed.
- We are currently a team of 15 people and our office is in Codebase Edinburgh. We offer flexibility around hybrid home and office working, but some time in the office is required on a regular basis.
- We have a generous holiday allowance of 8 weeks per year (depending on working pattern/FTE) including public holidays.

## APPLICATIONS AND SELECTION 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](mailto:recruitment@matter-of-focus.com)

**Closing date for applications: 10am (BST) Monday 26 June 2023**

Our selection process has three stages because we want to ensure there is a great fit between the successful candidate and our work.

- We call a long list of applicants to chat about your experience. This allows you to get a feel for our company and us to find out a bit more about you.
- We host virtual interviews with a shortlist of candidates and ask you to prepare a presentation for this and share some recent examples of your writing.
- We meet face to face with the final one or two candidates for a chat.

### Anticipated dates

- Phone calls: week beginning 3 July 2023
- Interview (virtual): Tuesday 11 July 2023
- Follow up meeting (in-person): Thursday 13 July 2023