

**Job title:** Deputy Head of Measurement and Evaluation team (Maternity cover)

**Reporting line:** Head of Measurement and Evaluation

### **Purpose of job:**

NPC's Research and Consulting team works to improve the effectiveness of charities and funders through producing research and delivering consulting work for clients. Consultants deliver a range of work for charities and funders, including: research, advice on strategy and processes, and advice on evaluation, including large scale learning and evaluation partnerships in areas like youth provision and loneliness intervention. They work with people from across NPC to secure, deliver, disseminate and promote research and client work.

The Measurement and Evaluation unit is a team of consultants within the Research and Consulting team. The Deputy Head of Measurement and Evaluation provides support to the unit head in developing the strategy and business plan for this unit, achieving the revenue target, and developing and sharing knowledge. This is in addition to the core responsibilities of winning and delivering client and research projects. There are two Deputy Heads of Measurement and Evaluation and a maternity cover is required to cover one of the roles.

The position will suit someone with a strong background in evaluation who is passionate about helping charities make a difference.

### **Main duties:**

- Work with the unit head to:
  - develop and deliver a coherent strategy and plan for the unit.
  - develop business and raise funds to meet the revenue target for the unit.
  - ensure the delivery of high quality client and research projects.
  - develop and share knowledge across NPC.
- Deputise for the unit head as needed.
- Scope and manage a range of client briefs.
- Manage client relationships.
- Design and manage research projects and think pieces.
- Coordinate with other parts of NPC to ensure that client and research projects have the maximum impact.
- Contribute to building NPC's external profile through developing external relationships in the charity sector and sharing specialist knowledge as appropriate.
- Develop elements of the team's knowledge and methodologies around impact measurement and evaluation.
- Provide thought leadership within and beyond NPC on measuring the impact of charities.
- Help to build NPC's profile through blogs, articles, conferences and developing external relationships.
- Line manage other members of the Research and Consulting team.

### **Key skills and competencies:**

- Relevant graduate degree 2:1 or equivalent;

- At least five years' relevant experience in consulting, professional services, public policy or the third sector. This experience should involve managing clients and acquiring new business or generating research funding.
- Experience of managing multiple client projects at one time is preferred.
- Excellent research and analysis skills and deep knowledge of methods of measuring social impact and conducting evaluations.
- Preference for a high level of technical knowledge of quantitative and qualitative evaluation methods and tools, such as sampling, survey design, and statistical analysis.
- Excellent communication skills: the ability to develop and deliver compelling presentations, to be robust and influential in discussions, and to write in a clear and engaging manner.
- Collegial approach to working.
- Ability to coach and line manage others.
- Solid understanding of the voluntary sector, current trends and challenges desirable.
- A passion for working in a not-for-profit environment, and for achieving NPC's vision of more effective charities and funders.