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**Job Title:** Data & Evaluation Insight Manager

**Programme:** No Going Back (NGB)

**Salary:** Circa £35,000 pro rata

**Length of Contract:** Until 30th June 2023

**Hours:** Part time – 2.5 days per week

**Location:** Central London, SE1

**Job Description**

***Job Purpose***

As a Data & Evaluation Manager you will take responsibility for measuring, analysing and effectively reporting on the impact of No Going Back project. This role will ensure that all monitoring and reporting systems are robust, effective and provide a true reflection of the impact and challenges faced by the project. You will ensure reports are ready for both internal and external stakeholders, this will include a narrative descriptive on all data produced.

***Core Responsibilities***

* Lead on the quality of the monitoring and evaluation and ensure the quality of the systems and procedures used for this.
* Accountable for quantitative and qualitative monitoring, analysis and reporting impact and challenges faced of Prison Leaver programme
* Develop and maintain reporting dashboards for all areas of the NGB Programme, ensuring they are accessible and accurately reflect agreed metrics for the programme. Monitor and maintain the quality and accessibility of information in the data dashboard
* Work closely with the Executive Head of NGB to produce regular reports for the Livery demonstrating key output measurements
* Work alongside the Impact & Data Lead for Bounce Back to ensure reporting compliments the reports being produced for Bounce Back stakeholders
* Monitor employer engagement working closely with the Volunteering and Business Liasion Manager to produce reports on outcomes, including making recommendations for improvement.
* Work closely with external evaluators driving active participation from participants and Engagement Managers
* Using a combination of evaluation tools to measure the success of the project including 121 interviews, focus groups, questionnaires
* Drive the collection of relevant case studies, stories, photos etc that can be used to communicate our impact to all our stakeholders
* Prepare, update, publish and distribute project documentation
* Ensure that all records are up to date, accurate and meet all GDPR requirements
* Act as an ambassador for NGB at external networking events

**Personal Specification**

***Knowledge and Skills***

* An understanding of Social Value, Social Justice and Social Mobility,
* Experience of using a variety of systems to monitor and evaluate programmes
* Knowledge of data gathering and best practices around validation and integrity
* Able to collate, input, analyse and report upon complex data in an accurate and timely manner
* Excellent written and verbal communication skills
* Strong IT skills, including proven experience of using and maintaining a database and knowledge of programming and data query tools eg SQL, Python

***Personal Qualities***

* Committed to Bounce Back’s belief that everyone has the ability to change and deserves an opportunity to do so
* Authentic, empathetic communicator with a high level of emotional intelligence
* Passionate and proactive people person who actively contributes within a team
* Thrives under pressure and adaptable to the demands of a changing environment
* Assertive and tenacious with a positive solution focused outlook
* A highly organised individual able to manage their time effectively

This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in line with your post and the team’s needs. Job descriptions are reviewed frequently and may be amended at any time in accordance with the needs of Bounce Back.