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**Impact and Evaluation Officer**

**Directly responsible to: Research and Insight Manager**

**Role:** **Part-time at 0.8 FTE (full time equivalent), fixed term until 31 March 2027**

**Location: Loughborough/Manchester or Remote working**

**Department: Research and Insight**

**Grade:** **£25,500 FTE per annum (pro rata £20,400)**

**About Activity Alliance**

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| Activity Alliance is the leading voice for disabled people in sport and activity. Established in 1998 as a national charity, we were previously known as the English Federation of Disability Sport. Our vision is fairness for disabled people in sport and activity. Sport and activity play an important role in our nation’s health. We want to create a fair society for everyone. A place where everyone can be active however and wherever they want to be.Our ambition is to close the gap between disabled people’s level of inactivity and that of non-disabled people. We are to close this gap within a generation by achieving two clear organisational goals: 1. Embedding inclusive practice into organisations
2. Changing attitudes towards disabled people in sport and activity

Our values underpin everything we do. They shape our work and support us to embed a strong dynamic culture across our organisation: * We care – we are passionate about what we do, and who we do it for.
* We unite – we collaborate with others to achieve greater outcomes.
* We champion – we recognise everyone’s voice must be heard if we are to provide equitable place to live, work, and thrive.
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**Role purpose**

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| This role will support our Research and Insight Team to implement the organisation’s impact framework and measurement of Activity Alliance’s strategy. We are looking for a proactive and organised individual with a keen eye for detail to support Activity Alliance in achieving its charitable aims by:* Administering Activity Alliance’s impact and learning bank, pro-actively collaborating across the organisation to support evidence collection, reporting, and analysis.
* Support the implementation of our standardised impact framework and help to lead the way in inclusive evaluation practices.

The post holder will be managed by the Research and Insight Manager and will be expected to work closely with all colleagues across the organisation to ensure the effective delivery of our impact framework. The role offers flexible, part-time hours that can be adapted to individual needs, as long as a total of 28.8 hours are completed each week.  |

**Key responsibilities**

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| The role will be varied in nature but includes the following key responsibilities. * Support the organisation in the implementation of the impact framework.
* Administer Activity Alliance’s impact and learning bank. This will include:
	+ Supporting staff to understand what we mean by impact, learning, and reporting through monitoring queries and discussing with the Research and Insight team
	+ Working with colleagues across the organisation to identify potential impact and learning
	+ Supporting staff to input into the impact and learning bank in a timely fashion
	+ Ensuring content is updated in line with organisation’s best practice
	+ Highlighting gaps in evidence to the Research and Insight team
	+ Facilitate the distribution of learning across the organisation by highlighting good practice examples to colleagues
	+ Archiving historical impact and evidence
* Support the preparation and submission of reporting information to meet operational delivery and funding requirements.
* Support the Research and Insight team in collecting, interpreting, and presenting data to inform strategic decision-making.
* Support the evaluation of activities being carried out across the organisation, including implementing the use of our agreed impact questions.
* Assist the Research and Insight team in conducting internal reviews and measuring the effectiveness of the organisation’s services.
* Administration of the external evaluation contracts.
* Champion inclusive evaluation practices across and beyond the organisation.
* Support colleagues across the organisation to embed impact activities into all areas of work.
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**Contribution to the work of Activity Alliance**

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| * To work as an active member of the Research and Insight team to achieve key organisational outcomes.
* Demonstrate our organisational values and behaviours in everything you do.
* Undertake any other duties as required by the line manager or (Extended) Leadership team that are commensurate with the role.
* Work effectively with colleagues in other teams to achieve our organisational goals.
* Actively share your knowledge and expertise with colleagues to support staff development and working processes.
* Keep up to date with key issues, reports, announcements, and legislation on the development of sport and activity for disabled people. When required, take up internal and external training and development opportunities to support this.
* Comply with our organisational policies and processes including the staff handbook, equal opportunities policy, and code of conduct.
* Actively ready to promote and advocate equality, diversity, and inclusion.
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**Person specification**

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| **Key behaviours** * Team player and collaborator
* Detail orientated
* Organised and able to prioritise well
* Self-motivated and able to work autonomously
* Good communicator
* Adaptable and flexible, with the ability to learn new skills quickly

**Essential skills and experience** * Experience of maintaining clear and accurate records and databases
* Experience of collecting and presenting data
* Strong interpersonal skills in building effective working relationships
* Accuracy and attention to detail
* Excellent planning and organisational skills
* Strong IT skills, with significant knowledge in Microsoft applications, of specific note Microsoft planner, forms, and Excel

**Desirable skills/experience*** Report writing skills
* Experience analysing and evaluating datasets
* Inclusive communications
* Knowledge of salesforce
* Knowledge of disability sports/activity sector
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**Other requirements of role**

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| Ability to travel independently across the UK and willing to work away from normal place of work as required. The post holder will need the flexibility to work some unsocial hours including evenings and weekends. |

 **Equality and diversity**

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| Activity Alliance is committed to championing equality and diversity in all aspects of employment and in the services that it provides. All Activity Alliance staff are required to actively promote the Equal Opportunities Policy and influence and encourage the empowerment of disabled people within sport and activity.All Activity Alliance staff are required to actively promote, influence, and encourage the empowerment of disabled people in sport and activity. |



**Activity Alliance**

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[**www.activityalliance.org.uk**](http://www.activityalliance.org.uk)