



A safe place for anyone
affected by domestic abuse.

RESEARCH, MONITORING AND EVALUATION OFFICER

Are you an analytical expert with a strong understanding of applied evaluation methodologies?

We're recruiting a RESEARCH, MONITORING AND EVALUATION OFFICER to help THRESHOLD DAS plan, commission and learn from its evaluative activity to best demonstrate the impact we have for people experiencing domestic abuse.

Threshold DAS Ltd is a woman centred organisation and is affiliated to Welsh Women's Aid, but also supports men, children, and youth people. The RESEARCH, MONITORING AND EVALUATION OFFICER can be based anywhere in Wales but will need to travel to Llanelli at least once a month. The Research, Monitoring and Evaluation Officer will work in accordance with Threshold DAS Ltd Policies & Procedures.

Post Title: RESEARCH, MONITORING AND EVALUATION OFFICER

Responsible to: HEAD OF BUSINESS DEVELOPMENT, EDUCATION AND FUNDING

Salary: £22,443 for 35 hours

Contracted hours: 35 hours per week will include evenings and weekend work

About the role

As our Evaluation and Impact Lead you be a dynamic evaluation professional, you'll support the development of evaluation approaches for our projects.

You'll ensure that all departments are set up and able to demonstrate their performance and impact against the strategic vision of THRESHOLD DAS and agreed programme objectives. You'll do this by developing evaluation approaches and bespoke tools for analysis where appropriate, and by advising on external evaluations where these are commissioned for large scale or complex programmes, including assessment of value for money.

You'll bring to bear your knowledge of the best available social research methods

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ensuring they are utilised appropriately and be able to marry the 'bigger picture' with the technical detail necessary to see projects through from start to finish.

About you

Educated to degree level with ideally a post-graduate level qualification in a related field, you'll have a strong understanding of applied evaluation methodologies.

You'll have proven experience as an evaluation practitioner, lead or similar role in a large, complex organisation, with associated technical skills in common methodologies and tools.

With previous experience of effective stakeholder management, you'll have excellent communication, presentation and influencing skills, able to frame problems and develop solutions in a logical fashion.

You'll have a 'can-do', supportive attitude, able to embrace and deal with ambiguity and complexity and be open to creativity in leading and bringing about effective change. With strong collaboration and consultative skills, you'll be able to support a team with a range of professional backgrounds and experience.

Please note this is a 12-month fixed term contract.

Main Duties

- To collate and analysis all stats for all departments within Threshold Das.
- To manage and record all case studies and quotations from services users and stakeholders.
- To work with the Head of Business Development to coordinate the project's research, monitoring and evaluation activities and ensure these activities are of a high standard.
- Conduct research using qualitative methods, as necessary, contributing to the research design, fieldwork, analysis, and write-up of results.
- Undertake research for and assist in preparing background discussion papers, briefing papers, policy responses and presentations for meetings.
- Prepare conference and event reports for publication and coordinate their dissemination.
- Provide support and guidance to staff, volunteer, and student researchers (when applicable) in conducting research and analysis.
- To assist in the training of peer researchers within the project to ensure sufficient resource to deliver the research activities to a high standard.
- To actively promote and facilitate service user participation in all project evaluation activities.
- To oversee the review, coordination, timely completion, and analysis of annual service user interviews, exit interviews, staff, and volunteer annual surveys.
- To work with the project's Head of Business Development to analyse trends in the service user data, identify themes and co-produce evidence to support project learning.
- To bring innovative thinking and methods into the project, in terms of research practices and creative ideas for specific pieces of work.

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- To support the production of monitoring and evaluation reports, quarterly and annually in line with all funders.
- To support the production of impact reports and other publications to evidence the effectiveness of specific aspects of project delivery, written to a high standard in a variety of formats, e.g., reports, blogs, articles.
- To maintain contact with research and evaluation colleagues working in projects to share learning, present findings, and to devise common research tools specific to achieving Programme aims.
- To identify academic research and conduct primary and secondary research and present findings specific to achieving Programme aims.
- To provide expert advice on appropriate methodologies (including cost benefit analysis and narrative analysis of service users to interviews) for undertaking research and applying them to the work.
- To develop knowledge and practice, to fulfil the role as an effective resource for Threshold DAS.
- To be an expert resource to project colleagues in the development of good practice guidance on evaluation methods.
- To provide analysis of statistical reports on a range of topics to the project's Core Group and other strategic stakeholders, as directed by the Senior Manager.
- To support the constructive interface of the service user involvement, systems change, and delivery aspects of the project.

General Duties

1. Participate in regular team meetings and individual support and supervision.
2. Promotion of the project across south Wales.
3. Undertake training as required.
4. Any other duties as reasonably required by your manager

JOB DESCRIPTION and PERSONAL SPECIFICATION

Person Specification

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • A good Degree in appropriate subject 2.1 or above. <ul style="list-style-type: none"> • Experience of research • Experience of evaluation and monitoring • Experience of designing questionnaires • Proven background in social research and analysis using qualitative methods OR demonstrable experience in community organising or social work • Working effectively with other organisations, ideally with some experience of partnership working • Involvement with the production of reports. • Experience of recording and tracking in coming materials and documents. • The post-holder should be computer literate and highly familiar with Microsoft Word, the Internet and e-mail systems. Previous experience of working with networked systems and IT troubleshooting will be required. 	<ul style="list-style-type: none"> • Experience working with communities. • Experience of project management, ideally within a community engagement role • Knowledge of working in a multi-stakeholder environment • Extensive experience of digital engagement techniques including social media • Experience in social networking eg Facebook, Twitter and other similar portals • Knowledge of consultation techniques • Experience of engaging with women suffering DV
Knowledge/Skills	<ul style="list-style-type: none"> • IT skills • Evidence of numeracy and literacy skills. • Excellent oral and written communication skills. • Ability to work to and meet deadlines. • Ability to work as part of a team or on own initiative. • Understanding of Service User Issues. 	

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	<ul style="list-style-type: none">• Forward thinking, able to anticipate requirements.• Able to use initiative and judgement.• Awareness of sensitive issues and ability to apply a high level of discretion and confidentiality.• Flexible and adaptable approach to working.• Good Communication Skills• To have a non-judgemental and non-directive attitude to service users.• Ability to build strong working relationships, trust and effective team working• Ability to work independently and self-manage including regular working outside Normal working hours• Ability to use own initiative and be proactive.• Ability to anticipate issues and problems and to mitigate them by taking appropriate action• Ability to negotiate with partners both internal and external and residents and community Groups• Ability to plan, prioritise and organise to ensure deadlines and targets are met• Ability to deliver presentations to groups in a personable but professional manner as well as to plan and facilitate workshops and informal bloggers events• Excellent communication skills both verbal and written Initiative and creativity to develop and deliver digital engagement primarily but not exclusively• Full clean driving license and use of vehicle.	
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