

Job Purpose

The Learning & Evaluation Lead (LEL) has responsibility for coordinating all learning and evaluation activities across the Developing Young People in Scotland (DYPS) portfolio. The LEL ensures that Wood Foundation programmes have sound learning and evaluation frameworks that remain aligned with the organisational mission and objectives for DYPS. They will also ensure that associated data and learning is shared to support the organisational commitment to learning and continuous improvement.

Reporting Relationship

Reports to the Communications Manager.

TWF UK Mission Statement & Culture of Learning

We are committed to building upon our knowledge and expertise gained through the design and leadership of innovative programmes to inform practice, influence change and, identify opportunities to continue developing Scotland's young people.

We empower our team to apply reflection and challenge across all aspects of the organisation. Through inquiry, collaboration and creativity we ensure activity and growth remain relevant and intelligence led. Our learning culture is the foundation for continuous development, excellence and innovation.

Main Responsibilities

Continuous Learning & Improvement:

Responsibility for supporting the creation of conditions for a reflective and learning organisational culture.

- Collaborate closely with colleagues across TWF UK to support our organisational commitment to continuous learning and improvement.
- Provide support and guidance to programme teams on individual programme level learning and evaluation frameworks, e.g. YPI. Create the necessary frameworks to capture and effectively measure the learning for each programme/ area of investment.
- Coordinate the procurement, and support associated delivery, of contracts for any external evaluation/research.
- Support programme teams to embed any externally produced learning and evaluation frameworks into their operational activities.
- Quality assure TWF funded activity delivered by investees through supporting development of appropriate and manageable frameworks for their ongoing evaluation designed to last beyond the lifetime of the TWF investment.

Reporting:

- Prepare reports for internal and external audiences based upon data from learning and evaluation processes, including TWF Board of Trustees, funding partners, and national level stakeholders.
- Identify emergent challenges, trends and learning from investment activity,
- Ensure evidence is available to support consultation and policy responses.

Dissemination:

- Analyse and use outcome data to facilitate decision making, learning, and contribute to establishing good practice both internally and within our supported partners.
- Identify opportunities to disseminate learning, working closely with the Communications Manager.
- Contribute towards the creation of communications outputs, e.g. Blogs, social media campaigns, etc., with relevant data streams.
- Ensure relevant linkage of practical learning with policy.
- Participate in external learning opportunities as appropriate, to both share and gain knowledge

General:

- Reflect on professional practice and actively seek opportunities for personal and professional development.
- Comply with all relevant health & safety requirements and adhere to all relevant Foundation policies and procedures as required.

Essential Skills & Experience:

- Proven ability to absorb and analyse a wide range of potentially complex information and develop solutions on both strategic and operational issues.
- Knowledge of the voluntary sector and/or education sector allied to an ability to think analytically in the evaluation of competing needs.
- Development and delivery of a variety of effective and engaging evaluation methods.
- Additional skills include resource management, excellent written and verbal communication, and strong interpersonal skills.
- The nature of the job demands a strong ethical approach and understanding of professional conduct in social sciences.

Desirable Skills & Experience:

- A degree level qualification, in a relevant Social Research discipline or related work area.
- A strong understanding of UK GDPR legislation and best practice.
- Strong numeracy, including an understanding of basic statistical analysis techniques.
- Demonstrable experience of evaluating system change level activity.
- Ability to think creatively, innovate and initiate.
- Experience (or interest) in data visualisation and design.
- Competence working with Microsoft Office 365 applications, particularly Sharepoint.