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Job Title: Research and Evaluation Officer

# Pay: £28,000- £35,000 FTE (pro rata)

# Hours: 22.5 hours per week (0.6 FTE)

# Contract length: Permanent

# Location: Remote

# Purpose of the role

The Armed Forces Covenant Fund Trust is looking for a motivated and detail-focused Research and Evaluation Officer to join the Trust’s Policy, Communications and Impact team.

Reporting to the Head of Impact, the role will provide research, data analysis and administrative support for internal and external programmes and project evaluations. It is also expected that the role will support the administration of the Impact Hub.

Candidates should have a strong interest in research, be organised and understand research methods and data analysis techniques.

# Duties and responsibilities

* Supporting the delivery of project and programme evaluations to provide evidence and insight into impact.
* Supporting strategic planning of other research and evaluation activities, including the design of research and evaluation frameworks for external evaluations commissioned by the Trust.
* Assisting in collecting and organising primary and secondary monitoring and evaluation data.
* Analysis of quantitative and qualitative data using a range of methods, tools and techniques.
* Assist in creating data visualisations and charts to support research findings.
* Contributing to the preparation of evaluation and insight reports addressing cross-cutting themes derived from analysis.
* Contributing case studies, articles and blog posts to promote projects and activities funded by the Trust’s grant programmes.
* Conduct desk-based research to support and inform the Trust’s policy and practice.
* Administrative support for the research and impact function.
* Supporting the onboarding on grant holders on to the Trust’s Impact Hub.
* Liaising with grant holders to provide advice and guidance on evaluation activities if required.
* Supporting and administering relevant contracts for research and impact activities.
* Attending occasional events and representing the Trust.

# Person specification - essential

* Attention to detail and accuracy in data handling and analysis.
* Strong written and verbal communication skills.
* Ability to work independently as well as collaboratively in a team environment.
* Previous experience with social research projects, evaluations, or data analysis.
* Proactive and flexible with the ability to creatively provide pragmatic, workable solutions.
* Competent in MS Office applications.

# Person specification - desirable

* Achieved a degree in a relevant field (e.g., statistics, social sciences, data science, etc.).
* Competent in qualitative and quantitative analysis tools (e.g., NVivo, R, Python, SPSS).
* Data visualisation skills (e.g. Power BI, Tableau).
* Previous experience working in the voluntary and community sector.

**How to Apply**

Applications should take the form of a letter (no more than two pages of A4) providing evidence of how you meet the person specification and a CV.

Applications should be submitted via our recruitment portal at <https://system.citrushr.com/Job?uid=buxoitwdfkybtjkivvgg> by **5pm on** 26 April 2024. It is anticipated that shortlisted applicants will be invited to interview in w/c 6 May 2024. All dates are at the discretion of the hiring manager.

We recognise that we’re a predominantly white workforce and are genuinely committed to encouraging applications from diverse communities in order to improve the service we provide. We’re not just searching for skills but also how a candidate could uphold our values and enhance our culture, therefore, even if you don’t think you meet all the skills criteria listed in our job descriptions, we’d still like to hear from you.