

Research and Evaluation Officer Job advert:

The Armed Forces Covenant Fund Trust (the Trust) is a charity and non-departmental public body awarding grants across the UK in support of the Armed Forces community. We help to deliver the nation's promise under the [Armed Forces Covenant](#) via the £10m annual Covenant Fund. We also provide specialist grant-making services to HM Government for other programmes focused on the Armed Forces community. Since we started our work in 2018, we've committed more than £60m in Covenant Fund grants across England, Scotland, Wales and Northern Ireland – reaching more than two million beneficiaries - as well as funds to projects on behalf of the NAAFI Fund, Armed Forces Families Fund (AF3) and others.

Our programming approach is founded on evidence, and our in-house research team works with our grant partners, experts from a range of universities and specialist research organisations to ensure our work draws from, is informed by and helps to build the national evidence base on the needs of those serving now, those who've served in the past and the people around them.

We're looking for a Research and Evaluation Officer to join our team – helping us continue our work to apply learning and analysis from the Armed Forces Families Fund programmes we manage on behalf of MOD, and to support other research projects across our grantmaking portfolio. We're particularly keen to hear from candidates with experience of education and research with children and young people.

The Trust welcomes applications from across the UK. Unfortunately, we're not able to offer this opportunity to anyone living outside of the UK mainland. This is a home working role, and applicants will be expected to be able to confirm that they are able to work in this way (IT and any essential equipment will be provided).

We are a fully remote organisation. Attendance at occasional (fewer than 4 per year) away days will be expected- these could be in London or elsewhere in the UK.

How to apply:

Please apply using our recruitment portal at:

<https://system.citrushr.com/Job?uid=rsonvcmtdsvtblazowm>

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. Please also indicate how soon you might be available to start if your application is successful.

Timeline:

Applications close Friday 1 August at 17:00. Shortlisting will take place w/c 4 August, with interviews likely to happen w/c 18 August or 25 August.

We 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.

We are an equal opportunities employer. If you require any additional support or reasonable adjustments at any stage of the recruitment process, please let us know via info@covenantfund.org.uk and we will do our utmost to accommodate you.

Job Description

Job Title: Research and Evaluation Officer

Reports to: Head of Research and Evaluation

Salary: £30-£33k FTE + excellent benefits

Hours: 22.5 (3 days per week)

Location: remote with occasional travel

About this role:

As an evidence-led grant maker, our work is built on clear analysis of research and policy to ensure our funds are targeted most effectively, to achieve the greatest impact in service of our mission. Learning from our grant making is shared to build deeper understanding of the needs of the armed forces community, and what works to meet those needs.

We're looking for a motivated and detail-focused Research and Evaluation Officer to join our team.

Reporting to the Head of Research and Evaluation, you'll provide research, data analysis and administrative support for internal and external programme design and evaluation processes. It is also expected that this role will support the administration of our Impact Hub tool.

Candidates should have a strong interest in research, be organised and understand research methods and data analysis techniques. For this role, we're particularly keen to hear from candidates with experience of education and research with children and young people.

What you'll be doing:

- Supporting the delivery of project and programme evaluations to provide evidence and insight into impact.
- Providing dedicated research and analysis support to the Armed Forces Families Fund (AF3) programmes, on behalf of MOD, including regular reporting
- Undertaking or supporting the commissioning of consultation, research and evaluation activities on a range of topics.
- Assisting in collecting and organising primary and secondary monitoring and evaluation data.
- Gathering and analysing 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.
- Drafting high-quality, clear briefings and reports providing relevant evidence, analysis, conclusions and recommendations.
- Keeping up to date with social, political and economic developments in research and policy relevant to our work, and briefing these to our team, with a particular focus on children and young people.
- Meet requests for research input to draft speeches, reports and briefings for senior team members representing the Trust externally.
- 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.
- Respond to all requests for research information accurately and effectively, keeping accurate records.
- Other duties as reasonably expected.

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.
- Previous experience working on 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

- Experience of the education sector, particularly with children and young people with special educational needs.
- Competent in qualitative and quantitative analysis tools such as NVivo, R, Python, SPSS.
- Data visualisation skills (e.g. Power BI, Tableau).
- Previous experience working in the voluntary and community sector.