

JOB DESCRIPTION

Job Title	Senior Evidence Manager
Reporting to:	Director of Evidence
Location	Flexible - combination of home-based working and time in Central London office
Hours	37.5 hours / 5 days a week Flexible working arrangements supported
Salary Band/Grade	4
Duration	Maternity cover (12 month appointment)

Background Information

About the Centre for Ageing Better

The Centre for Ageing Better is a charity, funded by an endowment from the Big Lottery Fund, working to create a society where everyone enjoys a good later life. We want more people to be in fulfilling work, in good health, living in safe, accessible homes and connected communities. By focussing on those approaching later life and at risk of missing out, we will create lasting change in society. We are bold and innovative in our approach to improving later lives. We work in partnership with a diverse range of organisations. As a part of the What Works network, we are grounded in evidence.

Job Purpose

The Senior Evidence Manager plays key part in leading the evidence function at Ageing Better, including the role of evidence in Ageing Better's work to create social change. They will be responsible for leading the development and implementation of an ambitious package of research and evaluation activity in two of Ageing Better's priority areas (healthy ageing and housing), which will involve designing, commissioning and managing high quality research projects using a range of methods.

Specific duties and responsibilities

- To develop and maintain expert knowledge in Ageing Better’s priority areas of healthy ageing and housing, keeping up-to-date with the evidence base.
- To lead the development and implementation of an ambitious package of research and evaluation activity in Ageing Better’s priority areas of healthy ageing and housing, which will involve designing, commissioning and managing the delivery of high quality research projects using a range of methods including evidence synthesis; qualitative and quantitative research and evaluation
- To develop and maintain external networks in relation to one or more of Ageing Better’s priority areas, which will include managing strategic relationships with key research producers such as leading academic teams, as well as key users of research and evidence such as government officials.
- To work collaboratively alongside colleagues in the Programmes, Strategy and Partnerships, Communications and Finance and Operations directorates to ensure that our evidence work supports our organisational strategy and objectives.
- To identify evidence gaps and work with the Director of Evidence to influence major research funders to commission research to fill those gaps.
- To work with the Director of Evidence on continually reviewing and developing our approach to evidence at Ageing Better.
- To represent Ageing Better in the media, on speaking platforms and through writing articles and blogs.
- To use Ageing Better project and financial management and reporting systems to ensure a coherent approach to project and financial management across the organisation

Act in line with Ageing Better’s principles and values

- Take personal responsibility for safeguarding and promoting the rights of older people
- Comply with our policies and procedures at all times, in particular Data Protection
- Promote and support open and effective collaboration across Ageing Better
- Carry out all duties in a professional manner and in line with our values
- Undertake any other roles or responsibilities that may be reasonably required

Person specification

Criteria	Essential	Desirable	How identified & assessed
Education / qualification and training			
Educated to at least Masters level, or equivalent level of experience, in a relevant discipline	x		Application
Knowledge / skills			

Sound knowledge, skills and experience in a wide-range of social research methods including evidence synthesis, qualitative and quantitative research, and evaluation approaches	x		Application / interview
Excellent critical appraisal skills	x		Application / interview
Highly developed analytical skills	x		Application / interview
Excellent written and verbal communication skills	x		Application / interview
Good IT skills	x		Application
Excellent interpersonal skills, with ability to gain credibility among our key stakeholders including academics, policy makers and frontline professionals	x		Application / interview
Knowledge and experience in one of the following sectors: housing; health and public health; ageing.		x	Application
Experience			
Experience of leading complex projects with multiple stakeholders	x		Application / interview
Experience commissioning research from third parties		x	Application / interview
Experience of using research to influence change	x		Application / interview
Experience of involving people with lived experiences in research and other projects		x	Application / interview

Personal qualities			
Commitment to Ageing Better's mission and principles	x		Interview
Collaborative approach and ability to build effective relationships with a wide range of people	x		Interview
Ability to take initiative and be creative in solving problems	x		Interview
Ability to work independently and collaboratively as part of a small team	x		Interview