

JOB DESCRIPTION

Job Title	Evidence Manager
Reporting to:	Deputy Director of Evidence
Location	Central London, with some remote working supported
Hours	Up to 37.5 hours/ 5 days a week Flexible working arrangements supported
Salary Band/Grade	3 (starting salary, £43,764)
Duration	Fixed term contract of 6 months, with a possibility of extension

Background Information

The UK's population is undergoing a massive age shift. In less than 20 years, one in four people will be over 65. The fact that many of us are living longer is a great achievement.

But unless radical action is taken by government, business and others in society, millions of us risk missing out on enjoying those extra years.

At the Centre for Ageing Better we want everyone to enjoy later life. We create change in policy and practice informed by evidence and work with partners across England to improve employment, housing, health and communities.

We are a charitable foundation, funded by The National Lottery Community Fund, and part of the government's What Works Network.

We are striving to create an organisation that reflects our society and the communities we serve. A workplace where everyone feels empowered and where diversity of background and thought is celebrated. We know there is more work to be done and are committed to continuing to improve our practice around Equality, Diversity and Inclusion.

Job Purpose

The Evidence team at Ageing Better work to gather, synthesise and communicate the evidence we need to create a society where everyone enjoys later life. They work across our four priority areas.

We primarily work by commissioning research and learning activity from external organisations – although in some cases we undertake rapid evidence synthesis and data analysis ourselves. Our day-to-day work generally involves scoping research projects, commissioning contractors to deliver them, and managing those contracts.

We also work with colleagues to create actionable recommendations, and work with our partners to deliver evidence-informed change. We work collaboratively in matrix teams with colleagues from Programmes, Innovation and Change, and Communications to deliver impactful projects that lead to real change.

Our research projects include evidence syntheses, and qualitative and quantitative primary research. Ageing Better is putting increasing emphasis on ‘implementing’ changes we want to see (through partners) and learning from and spreading that activity – so evaluation projects of different types form an increasing part of our work.

The Evidence Managers’ role is to manage large-scale research projects: from development, to commissioning, to contract management, to publication and using the results to create change. We are an ‘active commissioner’, and you will be working to broker partnerships between research contractors, local partners, and the people who we want to act on our findings. You will have support from Senior Evidence Managers, but will also work independently.

Evidence Managers take an active role in ensuring that our work delivers change – working with colleagues in the Programmes, Innovation and Change, Strategy and Partnerships and Communications teams, and with colleagues based in our locality partnership areas. They also ensure that the work we commission is robust, high-quality, and meets the needs of its intended users.

Specific duties and responsibilities

- To develop and maintain expert knowledge in one or more of Ageing Better’s priority areas, keeping up to date with the evidence base.
- To design, commission and manage a number of significant (in scale, complexity and risk) high quality research projects, including evidence synthesis, qualitative and quantitative research and evaluation.
- Review and quality assure research outputs.
- To develop and maintain external networks in relation to key research projects, which will include managing relationships with research producers and other key external stakeholders.
- To work collaboratively alongside colleagues in the Programmes, Strategy and Partnerships, Communications and Finance and Operations directorates to ensure that our evidence work forms a coherent and integral part of our wider activity to create change.
- To advise and guide Evidence Officers and Assistants on research tasks.
- To work collaboratively with colleagues in the Evidence team to provide or seek expertise in specific methodologies.
- To represent Ageing Better in the local and regional media, on speaking platforms and through writing insight reports, articles, and blogs.
- To have budget responsibility for the research projects they manage. Ensure that Ageing Better research projects represent value for money.

- To use Ageing Better project and financial management and reporting systems to report and track expenditure and activity.

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
You will be knowledgeable of and/or skilled in...			
Social research methods, both qualitative and quantitative (although may have a specialism in one)	✓		Application and interview
Different evaluation methods and approaches		✓	Application and interview
Clear and concise writing and speaking, for non-academic audiences	✓		Application and interview task
Interpersonal skills, with ability to gain credibility among our key stakeholders, including academics, policy makers and frontline professionals	✓		Application and interview
Particular issues in one or more of these areas of social policy: employment and work; housing; communities; health and public health; ageing		✓	Application
You will have experience of...			
Managing research projects	✓		Application and interview
Budget management	✓		Application
Commissioning research from third parties	✓		Application
Using research to influence change and link to impact	✓		Application and interview
Involving people with lived experiences in research and other projects		✓	Application and interview
You will be able to demonstrate the qualities of...			
Commitment to Ageing Better's mission and principles	✓		Interview

Building effective relationships and working as part of a team	✓		Application and Interview
Ability to take initiative and be creative in solving problems	✓		Application and Interview
A demonstrable commitment to Equality, Diversity and Inclusion (ED&I), and a willingness to learn more and engage in these issues.	✓		Application