

JOB DESCRIPTION

Job Title	Evidence Officer
Reporting to:	Senior Evidence Manager
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	2 (starting salary, £32,825)
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 third-party organisations—although in some cases we undertake rapid evidence synthesis and data analysis ourselves. So 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.

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 Officers’ role is to support the development, commissioning and management of some of these projects. You can expect to directly manage some projects themselves, with senior support and oversight, as well as support others. You will also be responsible for conducting some data analysis and rapid, in-house research so that we can respond quickly to the external environment.

You are not exclusively attached to any of our four priority areas, but work across them. You will work collaboratively with colleagues from the Programme, Innovation and Change and Communications teams.

There are three Evidence Officers in the evidence team.

Specific duties and responsibilities

- Support the design and commissioning of high-quality research projects, including drafting ITTs, designing research questions, managing commissioning processes and shortlisting research teams
- Support the management of externally-commissioned, high-quality research projects including evidence synthesis, qualitative and quantitative primary research, and evaluation
- Directly manage projects and contracts in some cases
- Review and quality assure research outputs
- Conduct data analysis and rapid in-house research which enables Ageing Better to respond quickly to the external environment
- 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.
- Represent Ageing Better externally at meetings and events
- Write insight reports, articles and blogs which draw out the key messages of our research, and make them accessible to the audiences that can use them to take action.
- Develop and maintain external networks and relationships with academics and other key stakeholders as appropriate
- Use Ageing Better project and financial management and reporting systems to report and track expenditure and activity
- Help ensure that Ageing Better research projects are value for money

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
Evaluation methods and approaches		✓	Application and interview
Analytical skills, including basic secondary data analysis and assimilating synthesising information from multiple sources quickly and accurately.	✓		Application and interview task
Clear and concise writing and speaking, for non-academic audiences	✓		Application and interview task
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 & interview
Commissioning research from third parties		✓	Application
Using research to influence social change		✓	Application & interview
Working with partners from multiple organisations		✓	Application & interview
Involving people with lived experiences in research and other projects		✓	Application
You will be able to demonstrate the qualities of...			
Commitment to Ageing Better's mission and principles	✓		Interview
Building effective relationships, and working collaboratively as part of a small 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 about and engage in these issues.	✓		Application and interview