

JOB DESCRIPTION

Job Title	Senior Evidence Manager
Reporting to:	Deputy Director of Evidence
Responsible for:	Evidence Officers Evidence Assistants
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	4 (starting salary, £54,370)
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. 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 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. We are keen to recruit someone with knowledge and experience of different approaches to evaluation and learning from practice.

Senior Evidence Managers lead on the development and delivery of research and evaluation work across one or two of our priority areas. In most cases, you will provide oversight and direction to projects being managed by Evidence Managers and Officers – although in some cases you may directly manage projects themselves. You will provide expert guidance and input particularly into the development of projects

You work in collaboration with Senior Programme Managers, Associate Directors – and with colleagues across the Strategy and Communications teams – to define the role of evidence and the evidence team in achieving our change goals, and measuring our impact. You also manage and broker external relationships – with research contractors, with the partners who facilitate our research, and with the people and networks whose behaviour and activity we want to change. You will foster a network of researchers in the relevant fields.

Specific duties and responsibilities

- To lead the development and implementation of an ambitious package of research and evaluation activity relating to one or more of our priority goals.
- To manage relationships between research contractors, the partners we are researching with, and other colleagues at Ageing Better.
- To support Evidence Officers and Managers to develop, commission, and manage high-quality research projects – and directly manage them in some cases.
- To have overall budget responsibility for work in the area they oversee.
- To offer an expert voice to colleagues across the organisation, on the best ways to generate the evidence we need to make the change we want to see
- To develop and maintain external networks in relation to one or more of our priority goals.
- 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 work collaboratively with colleagues in the Evidence team to provide or seek expertise in specific methodologies.
- To work with the Deputy Director of Evidence, and the evidence team, 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 insight reports, articles and blogs.

- To use Ageing Better project and financial management and reporting systems to report and track expenditure and activity
- To lead, manage and develop staff, to support them to deliver good work and grow in their skills and knowledge.
- Set annual performance and development objectives, oversee delivery, ensure that staff have access to the support and resources they need, and regularly review progress and performance against defined objectives and the organisational values.
- Support staff to manage multiple accountabilities and deadlines, ensuring workload and delivery are kept in balance, and assist with resolving any conflicts.

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 have be knowledgeable of and/or skilled in...			
Social research methods, both qualitative and quantitative (although may have a specialism in one)	✓		Application and interview
Evaluation methods and approaches	✓		Application and interview
Designing and developing complex research projects, involving multiple stakeholders	✓		Application and interview task
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

They will have experience of...			
Experience of leading complex projects with multiple stakeholders	✓		Application and interview
Working in partnership with people from multiple organisations to achieve common goals and co	✓		Application and interview
Budget management, interpreting financial data and analysing expenditure	✓		Application
Commissioning research from third parties	✓		Application
Using research to influence change and linking this to impact measures	✓		Application and interview
Involving people with lived experiences in research and other projects		✓	Application
Leading, developing, and inspiring staff to continually challenge themselves and enhance the work of the team	✓		Application and interview
They will be able to demonstrate the qualities of...			
Commitment to Ageing Better's mission and principles	✓		Interview
Ability to work collaboratively with colleagues from different teams, to broker a shared vision and direction	✓		Application and interview
Ability to take initiative and be creative in solving problems	✓		Interview
A demonstrable commitment to Equality, Diversity and Inclusion (ED&I), and a willingness to learn about this further and engage in these issues.	✓		Application and Interview