

magic breakfast

fuel for learning

Evaluation Manager

Job Description and Person Specification

Job Title: Evaluation Manager

Salary: £37,500

Contract Type: Permanent

Working location: Full-time, 35 hours per week, although 4 days / flexible hours may be considered

Working location: Remote. This post holder will be based at home, with office visits approximately once a month, and department/organisational away days which will be discussed with Line Manager. The role may involve some occasional irregular travel to visit schools, attend events and represent Magic Breakfast at meetings throughout the UK.

Reporting to: Head of Impact and Insights

Direct reports: Insights Officer

BACKGROUND

The latest research suggesting that the number of children and young people at risk of hunger has rocketed to three million means that one in five children don't have enough to eat.

When a child is too hungry to learn, when they're aching for something to eat, they can't concentrate. They can't absorb information. Big feelings and worries can be impossible to control. They fall behind in their studies.

Magic Breakfast provide a nutritious and filling breakfast to over 200,000 children and young people every school day. We work with schools in areas of high disadvantage, helping staff target the children most in need without barrier or stigma.

Magic Breakfast are ambitious to grow our impact in order to remove hunger as a barrier to learning for all children and young people in the UK. To do this, we need to continue to grow our fundraised income, of which new corporate income is a significant element.

JOB PURPOSE

The newly formed Impact and Insights Team exist to provide research, insights and evidence; helping Magic Breakfast to achieve our mission of ending child morning hunger now and for good. The Evaluation Manager is key role within the Impact and Insights Team, responsible for evaluating the service delivery programme at Magic Breakfast – this includes evaluating new pilot approaches, assessing the impact, driving continuous improvement and shaping our offer enabling us to tackle child morning hunger today.

The Evaluation Manager is pivotal in spearheading the strategic planning, delivery and dissemination of Magic Breakfast's day-to-day evaluation activity, as part of the wider Impact and Insights Team's approach to communicating research, evaluation and insights. They will hold responsibility for planning, coordinating and delivering a comprehensive programme of evaluation projects to support evaluation and impact measurement, continuous improvement, business development and communication. Our ideal candidate for this role will have experience in social research or programme evaluation.

KEY RESPONSIBILITIES:**Lead and deliver Magic Breakfast's evaluation activity:**

- Plan and manage a comprehensive programme of evaluation across Magic Breakfast's provision.
- Work collaboratively with colleagues and funders to develop and deliver an effective, achievable evaluation plan that will make a difference for children and young people.
- Guide internal and external evaluation activities within the team and across the organisation, ensuring value for money and effective, useful outputs that benefit Magic Breakfast's mission.

Develop a sector-leading approach to programme evaluation:

- Drive continuous improvement by innovating and enhancing our evaluation methods to better serve our stakeholders and communities, both internal and external.
- Work alongside sector partners, government departments and evaluation professionals to establish best practice, embed learnings and test new approaches.
- Optimise Magic Breakfast's evaluation infrastructure to meet the demands of internal and external stakeholders.
- Integrate the voice of lived experience into our evaluation by actively listening to and incorporating the insights and feedback from our beneficiaries.

Manage and enhance engagement with evaluation activity to advance Magic Breakfast's mission:

- Work collaboratively to ensure effective communication of evaluation and impact outputs across the organisation and wider sector.
- Facilitate and empower stakeholders to communicate and embed evaluation findings, supporting engagement, business development, influencing and advocacy.
- Assess and improve evaluation support and outputs provided, adapting approaches to improve.

General:

- Adhering to all Magic Breakfast policies and procedures, with good working knowledge of GDPR and experience managing sensitive data.
- Act as an advocate for Magic Breakfast's evaluation evidence and approaches across the organisation and sector.
- Represent Magic Breakfast at appropriate events, meetings and committees.
- Keep professionally updated by undertaking CPD.
- Actively contributing to team meetings and supporting team members where necessary.

- Participating in occasional work-related events at external venues.
- Undertaking any other duties commensurate with the role.

PERSON SPECIFICATION

Skills and abilities

- Strong analytical skills, with an ability to interpret complex data.
- Excellent project management skills, including an ability to coordinate and deliver multiple evaluation projects simultaneously.
- Highly-developed written and oral communication skills with excellent attention to detail.
- Very good interpersonal skills with an ability to engage and influence others at all levels, flexing communication style and delivery to the needs of the audience.
- Ability to drive continuous improvement and innovation in evaluation methods.
- Confidence in using Microsoft Word IT packages.

Knowledge and experience

- Masters or PhD level experience in social research or a related subject; relevant professional qualification, or a track record of experience in a similar or related role.
- Experience of working within the education, poverty, food insecurity or similar sectors is desirable, but not essential.
- Expertise in social research or project and programme evaluation.
- Operational knowledge of effective data analysis, synthesis and reporting.
- Experience or ability to communicate effectively to different (often non-specialist) stakeholders, and an ability to translate highly complex findings into 'plain English' is essential.
- Understanding theories of change; attribution and causality; implementation, process and impact evaluation; and importantly, why all of these matter is highly desirable.
- Self-motivation and achievement focus, with proven analytical and problem-solving capabilities. Finds a way forward in challenging circumstances.
- Experience in monitoring key evaluation metrics, delivering high quality, robust evaluation, which both diagnoses what is working well/less well and recommends practical innovations and improvements across the organisation.
- Line management experience is desirable, with a track record of supporting staff to develop and progress.

Other

- Passion for Magic Breakfast's mission of ensuring that no child is too hungry to learn.
- Shared commitment to our values and active contributor to our enabled and empowered culture
- Exemplifying through behaviour our values-led culture that encourages curiosity, engagement, positivity and continuous improvement underpinned by a commitment to social impact, ensuring that children and young people are at the heart of everything we do.
- Working collaboratively across the organisation to build good working relationships.
- Adhering to all Magic Breakfast policies and procedures.



