

Impact and Innovation Officer Job Description

Responsible To: Head of Programmes Development

Hours of work: 5 days a week/ 35 hours (Full time)

Location: Home working but is required to attend the office at John Snow House, 59 Mansell Street, London E1 8AN once per week.

Salary: £28-30K per annum

About RSPH

The Royal Society for Public Health (RSPH) is the longest-established public health body in the world, with more than 6,500 members drawn from the public health community in the UK and across the globe.

An independent health education charity based in central London, our vision is a world where everyone has the opportunity to optimise their health and wellbeing. To support this vision, we offer qualifications, host the national Health & Wellbeing Awards, and publish internationally renowned academic journals.

We cover topics ranging from childhood obesity to vaccinations. We produce high-profile policy and research on public health issues that challenge, disrupt and bring fresh thinking that pushes boundaries and deters complacency on issues that are important to the public and its health.

We also campaign on major public health issues including drug policy reform, social media and mental wellbeing, and making our high streets healthier. Despite our illustrious heritage, we are at the cutting edge of public health excellence and innovation.

Purpose of the role

As we move to the next phase of delivering our current strategy, this role - alongside the Head of Programmes Development and the Deputy Chief Executive - will be instrumental in building capabilities within our organisation and in facilitating future innovations.

Our key areas of work for 2025

- **Workplace Health:** Building on our existing products and services, we will work with teams across the organisation and pilot sites to develop a programme that promotes and improves health within workplaces.

- **Evaluation and Impact:** We will refine our organisational approach to evaluation and impact measurement, ensuring our efforts are effectively aligned with our strategic goals.
- **Scale and Innovate:** We will focus on scaling and developing projects that align with our strategic objectives. This includes seeking opportunities to adapt or scale up our most impactful training programmes for new settings or contexts. Additionally, we aim to secure grant funding to develop innovations in collaboration with partners.

Core functions of the role

- To develop and lead specific projects which support the RSPH objectives and strategy including supporting the development of future products or services.
- To undertake primary and secondary research for the development of RSPH's projects/programmes.
- To coordinate data collection activities for evaluation and monitoring processes.
- Write up or contribute to the write up of research, evaluation, monitoring and delivery reports.
- Write up or contribute to the write up of briefs and other project documents for internal and external stakeholders.
- Monitor tender portals to identify potential funding opportunities for projects that align with RSPH's strategic aims of the organisation and department.
- Liaise with departments across the organisation to gather evidence to complete bids or grant application documents.
- Draft bid and grant application documents.
- Support the up-to-date record keeping of project key information including the timely inputting of data in project databases and trackers.

Other functions include:

- Arrange meetings with project stakeholders and follow up with brief notes on the key points and actions agreed.
- Liaise with the Communications team to ensure the content of the RSPH website pages regarding the projects are up to date and in line with the requirements of the commissioner.
- Organise and write up project newsletters in collaboration with the project team and stakeholders.

- Manage project related enquires and work across the team to support requests.
- Ensure timely invoice processing and expenditure tracking for projects according to established procedures.
- Provide general administrative support to the Programmes team.

Key Relationships

Internal:

- Educational services team
- Policy Team
- Qualifications team
- Communications team
- Accounts team
- Directorate

External:

- Partner organisations
- Project commissioners

Skills and knowledge requirements

Development of innovative work

1. **Creative and collaborative working:** Ability to work with a wide range of people in the development and implementation of new ideas.
2. **Project coordination:** Good coordination skills that can deliver projects from design through to implementation and evaluation.
3. **Adaptability:** Capacity to experiment, learn from feedback, and adjust strategies in response to emerging insights.

Evaluation of public health initiatives

- **Strong analytical skills:** Capability to design, implement, and interpret public health evaluations using both qualitative and quantitative methodologies.
- **Knowledge of evaluation frameworks:** Familiarity with frameworks such as Logic Models, Theory of Change.
- **Data analysis:** Proficiency in analysing datasets to extract meaningful insights and inform public health interventions/innovations.

Research and report writing

- **Research:** Ability to employ a systematic approach to respond to knowledge gap questions in relation to our projects.
- **Report development:** Ability to present findings clearly and concisely to diverse audiences, including decision makers, stakeholders, colleagues, and laypeople.
- **Writing proficiency:** Ability to write professional reports, briefs, and funding proposals.
- **Attention to detail:** Accuracy in searching data/information and in documenting methodologies, findings, and recommendations.

Behaviours

1. **Collaboration:** A strong team player with the ability to build and maintain productive relationships with stakeholders and colleagues.
2. **User-centred:** Good understanding of the needs of people benefiting from the interventions
3. **Curiosity:** A passion for learning, development, exploring new methods, and staying up to date with developments in public health and innovation.
4. **Resilience:** Ability to manage multiple priorities and maintain focus in a dynamic, fast-paced environment.

Educational and Experience Requirements:

1. A degree in Social Research, Social Sciences, public health or a related field (Essential).
2. Experience with qualitative data tools (e.g., NVivo, MAXQDA) and statistical analysis software (e.g., SPSS, R, Stata) (Essential).
3. Proficiency in the Microsoft suite of applications i.e. Word, Excel, Outlook etc (Essential).
4. Experience in the evaluation of public health interventions, projects or programmes (Desirable)

In return we offer

- 25 days annual leave
- Agile working structure
- Pension contributions
- BUPA Cash plan

- Cycle to Work Scheme
- Membership of the Royal Society for Public Health
- Access to public health knowledge and skills training courses and qualifications
- Organisational commitment to supporting the health and wellbeing of our employees
- Welcoming and friendly team of colleagues, and an active Health Champions programme

RSPH values and actively strives to have a diverse and inclusive workforce in a working environment free from discrimination.

RSPH operates an agile working policy with some attendance at our London office according to business need.

To apply

Please email a copy of your **CV and a supporting statement** of no more than two pages or 1000 words highlighting how you meet the requirements for the role.

Applications should be sent to Programmes@rsph.org.uk

Closing date: Noon on 13th January 2024

Please do let us know if you require any adjustment to allow you to participate in this recruitment process.

Please note that we reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, please submit your application as early as possible.

No agencies

Royal Society for Public Health

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