

Impact Manager

Please let us know if you require this Job Description in a different format

Location	Remote (UK based) with occasional travel to meetings and events
Salary	£18,600 to £21,600 per annum (pro rata £31,000 to £36,000 FTE)
Hours	22.5 hours per week (0.6 FTE)
Contract	One year fixed term with potential to become permanent, dependent on funding
Reports to	Chief Operating Officer

About The Mason Foundation

The Mason Foundation is a national charity committed to supporting communities and individuals to thrive. We focus on underserved communities and co design programmes to empower and inspire. Since 2022, we have had a particular focus on neuroinclusion and preparing our future workforce.

We champion empowerment, self belief, and self advocacy, whilst also working with workplaces to drive neuroinclusive practices in a sustainable way. Our goal is systems change – a world where inclusion is embedded, not an afterthought.

Over the past five years we have experienced rapid geographical growth and are committed to ensuring we continue this in a sustainable and effective way. The majority of our team have lived experience, and we draw on this alongside evidence based practice to deliver our services and develop our programme and product offers. We operate across England and Scotland.

We are at an exciting growth phase and ambitions to scale nationally. To achieve this, we need to capture and share the positive impact we have on people's lives, whilst also ensuring that we have tools that are accessible to our team and beneficiaries.

Role Purpose

This role is about capturing the positive impact we have on people's lives and sharing those stories with the world.

The Impact Manager will empower our delivery team to collect the data we need, collaboratively designing tools and capture methods that work for our team and our beneficiaries. You will be working closely with the Head of Delivery to ensure everyone is confident in how and why we gather evidence. You will provide heartfelt but evidence-based reports that showcase our work, positioning The Mason Foundation as best practice and a first choice for funders, commissioners, and partners. This is not marketing, it is about presenting the real, transformative impact we have in a way that inspires others to collaborate with us.

You will support our committed leadership team to secure new opportunities for organisational growth, whilst empowering our delivery team to grow and develop their own skills in impact measurement. You will work with traditional media and sector publications to ensure our voice is heard, and support the COO with fundraising by providing compelling evidence of what we achieve.

Key Responsibilities

1. Team Empowerment & Data Collection Systems

- Empower the delivery team to collect meaningful data, ensuring they understand how and why we gather evidence
- Work closely with Head of Delivery to implement data collection frameworks that feel manageable and purposeful
- Build team confidence in impact measurement through training, support, and clear guidance
- Support team members to grow and develop their skills in data collection and impact thinking
- Lead exploration and implementation of CRM tools that make data collection and storage accessible for everyone

- Work with Delivery Team Coordinator to ensure smooth data collation processes

2. Impact Analysis & Evidence Building

- Analyse quantitative data to demonstrate the positive impact we have on people's lives
- Build compelling evidence that showcases our effectiveness and potential for scaling
- Identify trends, insights, and learning across programmes that help us improve
- Translate data into meaningful stories about the lives we've changed
- Create evidence based reports that are heartfelt and authentic whilst being professionally robust

3. Impact Storytelling & Best Practice Positioning

- Share the positive impact of our work with funders, commissioners, and the broader sector
- Position The Mason Foundation as best practice and a first choice partner in neuroinclusion
- Develop communications that showcase real transformative impact on young people's lives
- Engage with traditional media including press releases and media relations
- Write for sector specific publications (e.g., Third Sector, disability sector journals, community development publications)
- Ensure our impact narrative demonstrates our strategic understanding and leadership in neuroinclusion and community development

4. Supporting Organisational Growth Through Fundraising

- Support the committed leadership team to secure new opportunities for organisational growth
- Provide the COO with compelling impact data and evidence for funding applications
- Contribute to case for support development with authentic impact narratives

- Support funder relationship management through impact reporting and communications

Person Specification

Essential

Experience and Skills:

- Proven experience in developing data collection systems and methods to meet a wide range of working and learning styles.
- Experience working with CRM systems or databases for data collection and reporting
- Experience training or empowering frontline teams to collect and use data effectively
- Strong storytelling skills – able to make data heartfelt and human whilst maintaining evidence based rigour
- Experience with traditional media engagement (press releases, media relations)
- Experience writing for sector specific publications or professional audiences
- Excellent written communication skills for multiple audiences
- Project management skills and ability to implement systems that people want to use

Knowledge:

- Understanding of neuroinclusion, community development, and/or social impact landscapes
- Understanding of how to evidence real impact on people's lives
- Knowledge of modern impact measurement approaches that empower teams rather than burden them
- Awareness of charity sector reporting requirements and funder expectations

Personal Qualities:

- Commitment to neuroinclusion and disability equality
- Empathetic and supportive – skilled at empowering others to develop

- Strategic thinker who can see the bigger picture whilst supporting people with the detail
- Collaborative and able to build confidence in others
- Highly organised with excellent attention to detail
- Self motivated and able to work independently in a remote environment
- Comfortable working part time hours efficiently

Desirable

- Experience in fundraising or bid writing for charities or social enterprises
- Understanding of grant requirements and funder relationship management
- Experience with specific impact frameworks (e.g., Theory of Change, Outcomes Star, Social Return on Investment)
- Knowledge of youth employment landscape and barriers to employment
- Experience in community development or social impact sectors

What We Offer

- Competitive salary of £18,600 to £21,600 (£31,000 to £36,000 FTE)
- Flexible, remote working arrangements
- Part time hours (22.5 hours per week) with flexibility on working pattern
- 25 days annual leave plus bank holidays (pro rata)
- Neuroinclusive workplace culture and practices
- Opportunity to empower a delivery team and shape our impact story
- Work with a committed leadership team passionate about growth
- Opportunity to make a real impact in supporting neurodivergent young people
- Professional development opportunities

The Mason Foundation is proud to be a Disability Confident Employer. We positively encourage applications from all backgrounds and are especially keen to hear from people currently under represented within the organisation, including those from the LGBT+ community, people with disabilities, and candidates who are Black or People of Colour.