



Impact Manager

Job Information pack

The Job Title and Role: **Impact Manager**

Salary range: £48,000 - £52,000 dependent on experience

Fixed term contract: 18 months to March 2028 (extension subject to funding)

Hours: Full Time 37.5 hours a week

Directly responsible to: Intelligence Manager

Directly responsible for: Four members of the team (currently being recruited)

Location: Anywhere worker - You will work from the Chelmsford office approx one / two days a week and across our operational area on other days, depending on business need.

Active Essex Foundation is a successful and growing charity dedicated to creating the conditions for young people and communities across Essex to thrive. Our work focuses on three core areas: improving young people's mental health, reducing vulnerabilities to youth crime and exploitation, and strengthening communities through trusted relationships and positive engagement. We collaborate with a network of over 100 community organisations and local partners to design and deliver programmes that use physical activity, mentoring and community support as tools to build resilience, improve wellbeing and reduce inequalities. Everything we do is shaped by the real experiences of the people we serve, ensuring our interventions are meaningful, accessible and rooted in what communities tell us they need.

This role will work across Active Essex Foundation and Active Essex. Active Essex is the strategic partnership for physical activity and sport across Greater Essex, working with local authorities, health partners, voluntary sector organisations and communities to create the conditions for active lives. Through a place-based approach, Active Essex brings together insight, evidence and local collaboration to tackle inequalities and improve health and wellbeing outcomes.

We are pleased to offer an exciting opportunity to join team as Impact Manager. The Impact Manager will provide professional leadership for research, evaluation and evidence generation across activities. The postholder will lead the development of robust evaluation approaches, ensure methodological quality, support organisational learning and oversee the work of Impact Researchers operating within place and thematic structures.

Working closely with the Intelligence Manager, the role will play a key part in coordinating organisational insight and evaluation priorities whilst ensuring that local intelligence, research and evaluation evidence are translated into meaningful action. This role acts as a senior professional for evaluation and impact work across the

organisation and will support the development of a culture where evidence is consistently used to improve outcomes for communities across Essex.

Main duties and responsibilities:

Evaluation Leadership and Quality Assurance

- Lead the development and implementation of evaluation frameworks across Active Essex and Active Essex Foundation programmes.
- Establish and maintain organisational standards, methodologies and guidance relating to research, evaluation and impact measurement.
- Provide quality assurance for evaluation plans, research projects, reports and impact assessments.
- Ensure consistency and rigour in evaluation approaches across place-based and thematic work.
- Support the development and adoption of innovative evaluation methodologies and approaches.
- Lead the development of organisational outcome frameworks and theories of change.

Strategic Insight and Impact

- Work with senior leaders to identify organisational insight and evaluation priorities.
- Ensure evidence and learning are translated into actionable recommendations that support strategic decision-making.
- Coordinate cross-cutting research and evaluation activity across Active Essex.
- Lead the production of organisation-wide impact reports and evidence products.
- Support the identification of emerging trends, opportunities and risks through research and evaluation activity.
- Contribute to funding applications, investment cases and strategic planning through evidence generation.

Leadership and Team Development

- Provide matrix management and professional leadership to the Impact Researcher's and other members of the Active Essex I&E team.
- Support workforce planning, recruitment, induction and development activities.
- Coach and mentor colleagues in research methods, evaluation design and evidence translation.
- Create opportunities for learning and sharing good practice across the team.
- Ensure professional standards are maintained across all research and evaluation activities.

Partnership and Stakeholder Management

- Develop strong relationships with internal and external stakeholders across local government, health, voluntary sector and community settings.
- Represent Active Essex at local, regional and national meetings relating to evaluation, impact and evidence.
- Build relationships with academic partners, research organisations and funders where appropriate.

- Support commissioners, funders and partners to understand and use evidence effectively.
- Facilitate learning events, workshops and communities of practice.

Research and Evaluation Delivery

- Lead strategic research and evaluation projects where specialist expertise is required.
- Support the design and delivery of qualitative and quantitative research activity.
- Oversee the development of surveys, data collection tools and evaluation frameworks.
- Ensure findings are effectively communicated through reports, presentations and learning products.
- Work collaboratively with the Analyst to ensure data, insight and evaluation evidence are integrated effectively.

Matrix Management and Organisational Alignment

- Work collaboratively with Relationship Managers, Place Leads and Active Essex Foundation colleagues to align evaluation activity with local priorities.
- Ensure I&E team members receive appropriate support, direction and professional oversight within matrix management arrangements.
- Balance organisational priorities with local delivery requirements.
- Support the Intelligence Manager in coordinating workload, prioritisation and resource allocation across the team.

Other Responsibilities:

- Take responsibility for personal professional development.
- Contribute to organisational planning and continuous improvement activities.
- Work closely with the other colleagues to improve data related processes and procedures.
- Attend Active Essex Foundation and Active Essex team meetings.

General Duties:

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- It will be necessary to work with information technology and associated systems in accordance with policies.
- To carry out the duties and responsibilities of the post in compliance with the Active Essex Foundation and Active Essex equity and safeguarding policies.
- To maintain confidentiality and observe data protection and associated guidelines.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Knowledge Skills and Experience

Essential

- Degree or equivalent experience in research, evaluation, public health, social sciences or a related discipline.
- Significant experience of leading research, insight and evaluation projects.
- Strong understanding of quantitative and qualitative research methodologies.
- Experience designing and implementing evaluation frameworks and impact measurement approaches.

- Experience of quality assuring research and evaluation outputs.
- Strong leadership, coaching and people development skills.
- Excellent report writing, presentation and communication skills.
- Experience translating complex evidence into practical recommendations for decision-makers.
- Strong stakeholder management skills across complex partnership environments.
- Experience working within public sector, health, community, physical activity or voluntary sector settings.
- Strong organisational and programme management skills.

Desirable

- Experience of place-based approaches and systems leadership.
- Experience managing researchers, analysts or evaluation professionals.
- Understanding of physical activity, sport, health improvement or community development sectors.
- Experience of working with academic institutions or external research partners.
- Knowledge of outcome frameworks, theory of change and social value methodologies.
- Experience of economic evaluation approaches, including value for money assessments, return on investment (ROI), social return on investment (SROI) and cost-benefit analysis.

Applying for the role

Please email your completed application form to admin@activesessexfoundation.org using the title 'Impact Lead' in the subject line. If you have any questions relating to this post, please contact: Amelia Slemmings
Amelia.Slemmings@ActiveEssex.org.uk

The closing date for applications is **23:59 13th September 2026**.

Shortlisting will take place on **week commencing 14th September 2026**. The interview will be scheduled for **week commencing 21st September 2026**.

If you know you will be unavailable on the dates above, please state this on your application form. The interview will take place face to face in Chelmsford. If for any reason this does not suit or you would need any additional requirements, please also state this on your application form.

The Active Essex Foundation is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job application, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief. The Active Essex Foundation is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.