

Impact and Insights Manager Job Description

Job Title:	Impact and Insights Manager
Responsible to:	Head of Financial Education
Contract:	1 Year Fixed Term (potential extension is funding dependent)
Hours:	3 days/21 hours per week (term time only contracts considered)
Salary:	£40,000 pro rata - £24,000 actual
Location:	Home-based with occasional (monthly) travel to visit schools and London office
Leave:	22 days + bank holidays, pro rata. Additionally, 3 discretionary days are applied over the Christmas holiday closure

The Charity:

Just Finance Foundation (JFF) seeks to create a financially resilient nation where every individual has equal opportunity to thrive. JFF works with schools, communities, the banking sector, policy makers and regulators, to equip the people who families trust with the confidence, knowledge, and inspiration to educate the next generation and build financially capable communities. The Education team's focus is currently developing and promoting financial literacy tools for primary schools to help children, and their families, learn about money. We train teachers to deliver financial education, help them build it into their curriculum, and assist with setting up savings clubs to give children practical experience of saving regularly.

About the Team:

The Impact and Insights Manager will be an integral member of the Programmes and Innovation team, which is responsible for delivering high quality and innovative financial education resources for primary schools across the UK. You will work closely with the other members of this team, including Delivery Coordinators, the Financial Education Delivery Manager, and will report to the Head of Financial Education. You will collaborate most often with the Delivery Team who will be overseeing the delivery of an intense school engagement project, allowing space for more in depth impact assessment. You will also collaborate with our Fundraising Team and our Communications & Public Engagement team as they work enthusiastically to help us reach as many supporters and educators as possible.

The Role:

You will work with the Head of Financial Education to refine and improve the overall approach to JFF's impact management processes and outcomes framework. This will begin with developing a specific M&E and content gathering approach to our current schools' work, focussing on a small sample group of highly engaged schools that will allow for more access to staff and student experience. Using our recently developed Theory of Change framework, you will shape our strategic approach to effectively gathering impact data and insights on our current work. From there, you will work to broaden the approach to support the goals of the organisation by designing, planning for and implementing the means by which long term outcomes are measured. As a team that has experienced rapid growth, we are keen to ensure positive systems are in place that allow feedback and learnings to be shared and incorporated into ongoing programme development. You will be supported by the leadership team to help drive our ambition to become a data driven charity that leads with and is led by evidence.

PRINCIPLE RESPONSIBILITIES INCLUDE:

Monitoring, Evaluation & Learning (MEL) Processes

- **Data Gathering Approach:** Work with the delivery team and Head of Financial Education to create practical, engaging ways to gather feedback data from programme beneficiaries.
- **Data Collection:** Work with and support delivery team to oversee the use of data collection tools and approaches that will ensure regular data collection.
- **Data Monitoring:** Identify data collection gaps and devise a realistic plan to help fill them.
- **Long Term Outcome Measurement:** Design, plan for and implement the means by which long term outcomes are measured.

Processing and Data Insights

- **Evaluation Approach:** Lead on the data processing, analysis and internal impact evaluation from our feedback surveys and data collection methods.
- **Data Improvements:** Identify and implement new ways for data quality, accuracy and completion to be improved across the organisation.
- **Qualitative Data Analysis:** Use thematic analysis of qualitative data to identify any learning that can be fed back into programme design.
- **Methodologies:** Establish evaluation methodologies that ensure feedback from the programmes are heard and considered.

Learning Culture Contribution

- **Learning Culture:** Contribute to a learning culture in which data isn't scary or about performance management, but about learning, improvement and consistency.
- **Embedding Insights:** Alongside the Head of Financial Education and Manager, ensure that learnings are understood and embedded into the delivery team, so our programmes are constantly refined and improved.
- **Training:** Provide support and training sessions to the broader team that will ensure a thorough understanding of MEL processes and measurement tools.
- **Feedback Loops:** Establish feedback processes – both formal and informal - that will allow for the regular flow of data insights.

Sharing Insights and Evidence

- **Fundraising Team:** Support the Fundraising Team as they identify, cultivate and inform existing and new funding partners by providing them with our insights and evidence.
- **Comms & Public Engagement Team:** Support the Head of Comms & Public Engagement with insights, case studies and relevant data as they develop annual reports.
- **Key Stakeholders:** Share back insights and learning from impact management to key stakeholders, with the support of the Head of Financial Education.

PERSON SPECIFICATION

Essential

Desirable

Education and Training

- 5 A-C GCSE's including Maths and English, or equivalent level 2 qualifications.
- 5+ years' experience in Monitoring and Evaluation work.
- M&E, Impact, or Project Management Certification.

Knowledge and Experience

- **Frameworks:** Experience designing and implementing evidence and learning frameworks.
- **Analytical and quantitative skills:** Experience with data analysis and a clear understanding of the importance of data quality.
- **Data Management:** Experience managing and analysing large sets of data, with an understanding of the importance of data quality.
- **Practical Insights and Feedback:** Experience creating practical insights from data analysis and working to feed these back into programme improvement and wider learning.
- **Establishing Data Practices:** Experience in setting up structured impact management practices, including regular learning and review points across the organisation.
- **Culture Building:** Experience supporting colleagues to understand and engage with impact management and contribute to a culture of innovation and learning.
- **Public Communication:** Experience interpreting and communicating outcomes from programmes to support a variety of publications such as bespoke donor reports, annual reports, bid applications etc.
- **Education Charities:** Experience within an education or charitable setting.
- **Database Management:** Experience with database development and/or setting up an impact management database.
- **Socio-Political:** Some understanding of the UK education sector, and any relevant government policy work.
- **Educators:** Some experience of working with primary school educators and leaders.