It starts with community

The National Lottery Community Fund
Role Profile

Evidence Engagement Manager

Directorate:	Communications, Impact and Influence
Department:	Impact and Evidence
Role/Competency level:	Level 3
Reports to:	Head of Evidence Services

Role Profile: Evidence Engagement Manager

Role purpose

In CII, we support and serve the whole of the Community Fund, so that together we make communities more resilient, equitable and environmentally sustainable. We do this by developing funding strategy, making strategic UK-wide grants and championing an equity-based approach. We provide professional leadership in communications, impact, service design and policy so that our services meet the strategic needs of the organisation and puts communities at the centre of all that we do.

This role is part of our Evidence and Impact team. We aim to provide an integrated insight, evidence and impact service operating across the Fund that supports communities, stakeholders and colleagues. We use evidence and insight to create positive change by informing our equity-based approach to funding, demonstrating the impact that we and communities make, and responding to our devolved working environment.

As Evidence Engagement Manager you will play a key role in achieving our goal of 'evidence-based funding'. You will support funding colleagues at all levels as well as committee members to access and apply evidence at every stage of our grant making cycle. As an 'embedded' member of the team you will work within one of our portfolios, so your ability to build close working relationships with funding staff will be vital for this role. By working closely with the users of evidence you'll proactively identify their needs for evidence and work to document and agree these, using common Evidence and Impact processes. By acting as the conduit between local requirements and the wider Evidence and Impact team, you will play a pivotal role in specifying the type of analysis that your department needs and agreeing the best approach to deliver this.

As a trusted adviser to portfolio teams you will be involved in every stage of the funding cycle and this could include facilitating the development of new ideas for impactful programmes or the dissemination of relevant evidence and learning from programmes. You will combine your own understanding of the local context and priorities of your host team with the tools and frameworks that are available from the wider Evidence and Impact team. This includes in your work to contribute to our organisational Knowledge Bank, ensuring that the local knowledge and learning your team collates is easily available to all, and in the local use of organisation-wide dashboards and reports.

You will be a strong advocate for our team ethos of 'One Fund approaches, adapted locally' and be able to help both local teams and evidence colleagues apply this principal day to day. Where Fund-wide evidence products are developed you will help to ensure they achieve strong take up locally, representing the needs of funding colleagues and in turn promote and support uptake as these are rolled out.

Your key stakeholders for this role will be: funding colleagues at all levels, communities and funded projects and colleagues in the Evidence and Impact team.

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Key responsibilities

- Engage colleagues across your portfolio funding teams with the evidence they need to support effective decision making.
- Use evidence to prepare advice for funding committees regarding our impact, knowledge and learning, to the agreed standards set by country Directors.
- Proactively identify the needs for evidence of your funding colleagues and develop robust plans that meet and exceed their requirements.
- Act as the conduit between the local teams in your portfolio and colleagues across the wider Evidence and Impact team to deliver an excellent service.
- Promote and facilitate the use of evidence-based approaches for decision making such as logic models and theories of change including by supporting your colleagues in funding design and implementation.
- Collate and share learning from our projects and make sure this is accessible to funding staff, working with the Community Learning Services team.
- Support the adoption and uptake of cross-Fund approaches to evidence such as dashboards and knowledge and ensure these can be adapted to meet local need.
- You'll also need to work within the Fund's policies and procedures and the necessary legislation, in a way that is in line with our vision and principles. If the role is based in Wales, or supports customers or colleagues in Wales, an understanding of Welsh language legislation and the Welsh Language Standards of the Fund is required.

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Knowledge, skills and experience

- A professional qualification, bachelor's degree or equivalent level of experience in a relevant discipline such as social research, public policy or economics.
- Strong written and verbal communication skills, with the ability to effectively communicate with different audiences.
- Experience of working with multiple stakeholders, often with competing priorities, to gain agreement.
- Good project management skills.
- The ability to translate user requirements into proposed methods, interpreting the business need into a deliverable analytical project.
- Ability to apply data, research and evaluation skills to provide compelling insight - familiarity with a range of disciplines.
- Ability to write and speak about complex ideas, information and impact in an engaging and simple way.
- Knowledge of the context for the third sector, the funding landscape and public policy and the people and organisations who are influential in this.
- Deep understanding of and curiosity about our work and the communities we serve.
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Role competencies: Level 3

- **Strategic direction**
  Understands and communicates how own work and work of the team, supports wider objectives and meets the diverse needs of stakeholders. Aligns own actions with directorate and organisational goals.
- **Leading our culture**
  Recognises and values individual contributions and puts in place support for well-being of individuals within the team, including consideration of own needs.
- **Working together**
  Designs team processes to remove silos and nurture a culture of mutual support, driving higher performance across interconnected teams. Adjusts personal work styles and practices accordingly.
- **Delivering quality results**
  Clearly communicates desired results and ensures individuals are supported and feel motivated to achieve what is expected.
- **Diligence and control**
  Manages teams and own duties in line with set expectations and policy and/or regulatory considerations. Ensures corrective action is taken where necessary.
- **Developing self and other**
  Takes time for own personal and professional development as well as supporting development needs of team members. Ensures self and team members have a Personal Development Plan to help achieve goals.

Our Values

We are inclusive

We know that communities and organisations are stronger when everyone can participate and work to increase inclusion.

We are ambitious

We believe in the power of community and connection and are ambitious for its potential. We support people and communities to shape the future and lead change.

We are impact focused

We are inspired by communities and learn with them. We listen, reflect and use evidence to improve knowledge, inform action and increase impact.

We are adaptable

We welcome and embrace new ideas and ways of working.

We are compassionate

We work with care consideration and humility.