



JOB DESCRIPTION

Role	Senior Lead, Impact Measurement & Evaluation
Department	Strategy, Insights and Innovation
Contract	Permanent
Hours	35
Location	Nationwide
Salary	£42,435 - £57,000 (nationwide) or £45,540 - £60,000 (London)
Reports to	Strategy, Insights and Innovation Director
Direct reports	Impact Measurement & Evaluation Manager

Purpose of Job

At BITC, we want to be at the forefront of impact measurement and management, to better understand and communicate the difference we are making to the communities and organisations we work with, and to continue to improve our approach.

As Senior Lead, Impact Measurement and Evaluation you will provide strategic impact guidance to the organisation to enable improved capture, measurement and communication of outcomes derived from BITC's work. In particular, you will lead the impact measurement and evaluation of our Place partnerships, recruit an Impact Measurement and Evaluation Manager, and support and inform BITC's broader impact measurement approach.

Main Responsibilities / Accountabilities

- Development and delivery of an impact and evaluation framework for BITC's Place projects, that aligns to the organisation-wide approach to impact & evaluation and quantifies social, economic and environmental impact. This should encompass evaluating conditions for partnership success, establishing processes and systems to evaluate ongoing Place partnerships, and developing a long-term Place impact framework that draws from internal and open-source data sets. We will be working with consultants in the coming weeks to prepare the foundations for this work.
- Development and delivery of a theory of change for BITC's Place approach, aligned to the organisation-wide approach and strategy, that considers the impact within businesses and communities.
- Leverage the insights gained from this approach to help improve our strategy and programmes across BITC, embedding impact across decision making in the organisation.
- Support prospectus development to grow our reach in communities towards our 2032 ambition of driving impact in 50 places.
- Recruit, line manage and support an Impact and Evaluation Manager to grow our capacity in this critical area.
- Inform and oversee the development of BITC's annual impact report, including establishing the required processes, standards and requirements from across the organisation.



- Provide tailored impact information and insights to relevant internal and external stakeholders in an accessible and usable way, including reporting on Place partnership impact and evaluation to Regional Leadership Boards, Partners and other stakeholders.
- Help the organisation to stay fully informed of developments in impact measurement and evaluation and the wider responsible business area.
- Ensure strong communication within the impact team and across the organisation. Promote, represent and champion the profile and impact of BITC to external audiences.
- Identify, understand and make the case for new impact opportunities that will enable BITC to take its strategy forward and develop new viable offerings that deliver long-term value to members and other key stakeholders.

The postholder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

Special working conditions

- Travelling across Great Britain may be required for the role.
- Attending evening and early morning events as required.





PERSON SPECIFICATION

Knowledge

- Evidence of impact strategy development and implementation
- Proficient with a range of quantitative and qualitative data analysis techniques
- Deep understanding of responsible business and of strategic issues affecting business and communities.
- Theoretical and academic knowledge of impact and evaluation methodologies, with experience of applying models pragmatically to achieve results.

Experience

- Developing and leading the impact and evaluation approaches and models for projects (place-based project desired).
- Designing the required processes, standards and models to measure, evaluate and communicate impact.
- Team leadership experience gained in the charitable, commercial or government sectors.
- Experience of change management and the ability to embed new processes and ways of working across a national, project-led organisation.
- Confidence in engaging, influencing and negotiating with senior stakeholders.
- Experience of action research methodology and participatory, stakeholder-led evaluation methods desired

Skills

We're seeking a collaborative, inclusive and engaging self-starter with the following attributes:

- Highly motivated with the ability to manage multiple priorities
- Creative and strategic thinker with the ability to constructively challenge
- Proven problem-solving skills with the ability to respond to unexpected demands
- Considerable self-awareness and inherently curious about how to add value to the organisation
- Inspiring, articulate and confident communicator
- Strong team player, working closely and collaboratively with colleagues across the organisation
- Outward focussed and outward reaching to ensure that our thinking is informed by the latest developments in the impact space
- Advocate for evidence-based working



- Interest in, and commitment to, BITC's vision and purpose
-

Behaviours

- Act in accordance with Business in the Community's values:
 - Focus
 - Passion
 - Collaboration
 - Pioneering
 - Integrity
- Demonstrate flexibility and open mindedness
- Give feedback and support

How to Apply

Internal candidates:

Please click on the 'Internal Vacancy' button in Cascade, select the vacancy you would like to apply for, click on the 'Apply now' button and upload your covering letter (max one side of A4) and CV through our internal job posting portal. For other queries relating to our vacancies please email recruitment@bitc.org.uk

External Candidates:

Please click on the 'apply now' button and complete the on-line application form and upload your covering letter and CV through our recruitment portal on our website. If you have difficulty with the upload, please call the Vacancy Filler Support Team on 01509 236 434. For other queries relating to our vacancies please email recruitment@bitc.org.uk

When will you hear from us

You should expect to hear from us within 3 weeks from the closing date, letting you know whether or not you have been selected for an interview. We regret that we are unable to provide feedback to applicants who have not been shortlisted due to the volume of applications we receive.

Diversity and Inclusion

Business in the Community embraces, respects and values the difference in its employees and is committed to creating and maintaining an inclusive environment that consists of fairness, dignity, and caring for everyone, and one that enables every employee to flourish and realise their potential.



What are the benefits of working at BITC?

What are my hours?	The standard working day is 09:00-17:00 with an hour for lunch each day. Flexible working arrangements are possible.
How much holiday do I get?	Annual leave starts at 25 days per year (FTE) and after 5 years it goes up 1 day per year until you have 30 days per year. Bank holidays are additional.
Will you help me develop?	We provide ongoing learning and development for everyone at BITC.
What about my wellbeing?	We offer 24 hour a day access to free and confidential information, advice and support through our Employee Assistance Programme.
Are there financial benefits?	We offer an interest free season ticket loan, we also offer membership to the HMRC cycle hire scheme across the UK.
Will I be able to save for a pension?	Yes, we operate a group personal pension scheme. BITC will contribute up to 6% of salary and the individual contributes a minimum of 2.5%. We operate this as a salary exchange and BITC also contributes the resulting NI saving into your pension.
What if something happens to me?	Payment of four times the annual salary may be paid to the estate of any individual in the event of death while they are employed at BITC.

