

# Senior Evidence Officer (Fixed-Term)

## Recruitment Pack



Second grade students Faith and Violet at a School for Children with Visual Impairments in Kadoma, Zimbabwe. One is reading braille from a book on the school desk in front of her. ©CBM/Hayduk

**CBM UK**

[www.cbmuk.org.uk](http://www.cbmuk.org.uk) 0800 567 7000

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

# Working with a supportive, flexible employer

Thank you for your interest in joining the CBMUK team.

At CBM UK, you would be joining a very supportive and collaborative community, working with a team who are incredibly friendly and passionate about their work. The wellbeing of our team is central to how we work. We encourage a healthy work-life balance, offer flexitime and up to 50% working from home. Our team benefit from excellent personal development opportunities and we can offer the chance to undertake fully paid training or study.

CBM UK's main office is in central Cambridge. We have a wonderful and accessible modern office building which is located nearby to Stourbridge Common and the River Cam. There is also a small office in Edinburgh where three members of the Programme Development Department are currently based.

Respect and compassion are at the heart of all that we do, and this reflects in our culture. We are an organisation based on Christian values welcoming staff of all faiths and none. It's the basis of why we do what we do, striving to build a just and equitable world in which all people are included, loved, valued, and respected. We do not proselytise, and we work with partners of all faiths and none according to the greatest need.

We are part of the UK Government Disability Confident Scheme as a Disability Confident Employer. We are working towards moving to the highest Disability Confident Scheme level of Disability Confident Leader.

Disability Confident organisations play a leading role in changing attitudes for the better. They're changing behaviour and cultures in their own businesses, networks and communities, and reaping the benefits of inclusive recruitment practices.

## Who we are

For over 115 years, CBM has been transforming lives around the world. We work with local partners, making sure people with disabilities in some of the world's poorest communities have access to healthcare, education and a future when they can thrive. And when a disaster strikes, we're there providing emergency relief and support to people with disabilities and helping communities recover and rebuild.



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CBM was founded in 1908 by German pastor, Ernst Christoffel. Today, rooted in Christian values, we believe every person with a disability – no matter where they live in the world – should have access to healthcare, education and the opportunity to earn a living.

With 45 UK staff, we're part of a Global Federation working in 29 countries. This is a truly exciting time to join us at the start of our ambitious new 'Breaking Barriers' UK strategy, as we fight to end the cycle of poverty and disability.

# Our Vision & Values

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

## We Champion Inclusion

We challenge discrimination and embrace diversity. We work with people of all faiths and none and we strive to build a just and equitable world in which all people are included, loved, valued and respected.

## We Strive for Justice

We challenge injustice and equip others to exercise their rights. We serve with compassion those in greatest need, regardless of race, gender, age or religious belief.

## We Pursue Excellence

We creatively innovate and pursue continual improvement so that we can maximise our impact and bring about tangible change in the lives of those whom others leave behind.

## We Embrace Partnership

We can achieve more when we work with others. We learn together with our partners, communicate respectfully and honestly, and we value everyone's unique contribution.

## We Live with Integrity

We live responsibly and with honesty.



## About the role

<b>Place of work</b>	Munro House, Mercers Row, Cambridge, CB5 8HY with up to 50% working from home option.
<b>Starting salary</b>	£33,690 to £35,730 depending on experience (this will be pro-rata if any part time hours were agreed).
<b>Contract type</b>	37.5 hours per week full time (Fixed term 21 month with possibility of extension)
<b>Reports to</b>	Evidence and Advocacy Manager

### Purpose

To support CBM UK's evidence gathering, learning processes and resource output, within the Advocacy and Influencing Team.

### Key Responsibilities

To work closely with the Evidence & Advocacy Manager (EAM) to develop and implement a series of impactful evidence and research projects that support our advocacy messaging, as well as internal and external learning for inclusive programmes and advisory work. These projects will build on established workstreams alongside developing new ones to maintain and extend CBM UK's evidence base.

### Disability Evidence, Policy Research and Learning

With EAM support the ongoing CBM UK Research and Evidence workstream, through:

1. Translating evidence from our programming countries and projects to produce and contribute to a range of resources to influence FCDO and other stakeholders. Tasks to include managing and maintaining established outputs, such as the CBM UK Project Evidence Briefs and Disability Voices paper series, generating new thematic papers, as well as policy and position papers to enhance effective advocacy submissions, briefing notes, blogs and other messaging on key disability rights issues.
2. Working collaboratively within CBM UK and across CBM Global to help develop and to deliver new policy research, drawing on mixed methods and data sources including national and international databases, using qualitative approaches including participatory or citizen generated data, and new empirical work.
3. Supporting Programme staff to improve impact and learning practice in CBM UK funded projects, provide technical support for the implementation of programme related research and data collection, including MEAL.
4. Providing technical research support into the development of proposals for new grant funded projects, and, where successful, support the management of subsequent research projects.
5. Keeping abreast of new research and publications on key themes and priority concerns within the CBM UK Advocacy and Influencing Strategy, taking into consideration sector trends and developments, and ensure this is disseminated to relevant staff within the CBM UK Team.
6. Keeping watch on UK policy environment and conducting research and analysis to support CBM UK advocacy messaging on disability and human rights.

## Dissemination and Communications

1. Maintaining and developing internal knowledge management systems for research and information on disability inclusion and rights, and related areas, to be used by Advocacy, Programmes and Fundraising & Communications teams.
2. Ensuring communication plans are developed with CBM UK and Global Federation colleagues for CBM UK evidence outputs.
3. Maintaining the Advocacy and Influencing pages of the CBM UK website ensuring rights-based communication and focus to support CBM UK and Global campaigns.
4. Liaison with Fundraising & Communications colleagues to amplify media stories, case studies and compelling evidence from country programming for advocacy purposes.
5. Participation in and building good relationships with UK-based disability and development networks, including relevant research networks and membership of the BOND Disability and Development Group.
6. Supporting the professional publication and printing of CBM UK outputs, for dissemination at advocacy engagements and public events.

## Other

1. Work with other CBM UK teams to maximise cross fertilisation opportunities and integrated working.
2. Help develop a culture of enthusiasm and success, reflecting the ambitions of CBM. Play an active role across CBM, promoting positive working and innovation. Ensure that the values of CBM UK are understood by external partners and always reflected in communications.
3. Identify opportunities to initiate and contribute to new initiatives and events, both within CBM UK and externally.
4. Provide briefings and analysis for the CEO and other Leadership Team members where appropriate.
5. Carry out any other duties as required by the Evidence & Advocacy Manager, Director of Advocacy, and CEO.

## Person specification

Qualifications and Experience		
Essential	Desirable	Assessed By
Strong academic background including University degree (or equivalent experience) in development studies, political or social science, economics, or other relevant field.	Master's degree or PhD in relevant area	Application
Experience of research or M&E and/or policy analysis and policy influencing	Experience of working with UK or global policy makers and policy processes.	Application/ Interview
Knowledge		
Essential	Desirable	Assessed By
Excellent knowledge of international development theory and practice	An understanding of disability inclusive development	Application/ Interview/Task
Knowledge of relevant policy trends and priorities in international development or the skills to find such information	Expert knowledge in an area related to CBM UK work e.g. gender, mental health, inclusive eye health, livelihoods	Application/ Interview
Skills		
Essential	Desirable	Assessed By
Outstanding analytical writing skills and ability to create persuasive copy that enables connection of big-picture concepts alongside strong eye for detail.	Ability to present data in dashboards and other interactive ways, using data visualisation, presentation, or design software such as Power BI and/or Tableau	Application/ Interview/Task
Ability to research and synthesise information and communicate in ways that are appropriately tailored and accessible to a range of audiences	Strong quantitative analytical skills using relevant software packages, such as STATA, R, or SPSS	Application/ Interview/Task
Excellent communication skills, with ability to present evidence findings persuasively with attention to detail		Interview/Task
High level of competency in Microsoft Office – including Word, Excel, Power Point		Application/ Interview/Task

Personal Qualities		
Essential	Desirable	Assessed By
Fully committed to the core values and mission of CBM UK		Application/ Interview
Organised, flexible, with excellent personal time management to be able to work under pressure to meet deadlines.		Application/ Interview
Innovative thinker and initiative taker with a can-do attitude and ability to work independently and as part of team		Interview/Task
Sensitivity to working within a Christian framework		Application/ Interview
Commitment to a rights-based approach to development		Interview

## Employee Benefits

- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles.
- Wonderful modern offices, which are fully accessible.
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays.
- Option to buy extra annual leave.
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake fully paid study and training.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- We offer a generous pension plan with employer contribution of up to 5%.
- Group Life Insurance for all employees, which is equivalent to 2 x your annual salary.
- Yu-Life (employee wellbeing app).
- Our Wellbeing Working Group actively supports mental health and wellbeing in the office. We also offer a free Lifestyle Counselling Helpline & Online Support Service
- Bike to work scheme

## Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual.

CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race, including colour, nationality, ethnicity, or national origin, disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

CBM UK is an equal opportunities organisation, a disability-confident employer, part of the Age Friendly Employer Pledge and committed to achieving the highest standards of diversity, fairness and equality. Should you require any additional support or reasonable adjustments please [email us](#).

## Employment Checks

We are unable to provide sponsorship for this post. All offers of employment are made subject to proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

## Use of Curriculum Vitae

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such your CV should be accompanied by a completed application.

## Shortlisting and Interviews

All applications are subject to our shortlisting process. If you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

## How to apply

More information about CBM can be found by visiting our [website](#). We are happy to answer any questions you may have. Please [email](#) our Recruitment Team or call us on 01223 484700.

Application forms can be [downloaded from our website](#). Please email your completed form and Curriculum Vitae to [recruitment@cbmuk.org.uk](mailto:recruitment@cbmuk.org.uk)

**Closing date for the receipt of applications is Monday 4<sup>th</sup> November, 9am. With potential Interviews being held w/c 18<sup>th</sup> November.**

**We look forward to receiving your application.**