

Job Description

Position title:	Evaluation & Data Officer
Reports to:	Director of Programmes
Team:	Programmes
Based:	hybrid with twice per month travel into office in London (cost of which is covered through expenses)
Salary:	£37,468 FTE (pro-rata)
Duration:	Three years commencing 2023/24
Pro-rata:	.8 FTE

1 Overall purpose of the role

This role has been made possible through support from the National Lottery Heritage Fund and thanks to National Lottery players.

The role has two major components: 1) to develop and implement an effective monitoring and evaluation framework for the AHF's *Heritage Development Trust* programme, a UK-wide partnership programme funded by the National Lottery Heritage Fund; 2) to manage, monitor, and develop new systems as necessary to evaluate the AHF's activities against the aims and objectives stated in our Strategy 2023-2028, including measuring and analysing the impact of our support on projects and the impacts of projects within their communities.

2 Specific Duties and Responsibilities

1. Support the development and implementation of an effective system for monitoring and evaluating organisations funded via the *Heritage Development Trust* programme, a new partnership programme funded by the National Lottery Heritage Fund;
2. Maintain, in collaboration with the Heritage Development Trust (HDT) Programme Manager, a system for monitoring and evaluating the progress of organisations funded through *Heritage Development Trust* programme, providing regular status reports to the Director of Programmes and AHF's Board as required;
3. Provide data and analysis to the HDT Programme Manager for annual publications and external-facing reports on the *Heritage Development Trust* programme, as well as reports to the National Lottery Heritage Fund;
4. Work with the HDT Programme Manager to commission and manage external consultants as appropriate, to evaluate the progress of the *Heritage Development Trust* programme and its direct impact on trusts and indirect impacts on local communities;
5. Working alongside the Director of Programmes, develop and implement a research, data collection and evaluation programme to support the AHF's Evaluation Strategy for the 2023-28 Strategic Period, involving the collection and regular analysis of quantitative and qualitative data relating to projects supported by the AHF;

6. Working alongside the Director of Investment, develop and implement data collection and impact reporting to support the *Heritage Impact Fund* and other lending programmes;
7. Support the assessment of grants and loans applications, including for *Heritage Development Trust* programme, through management and maintenance of the data systems relating to economic deprivation and diversity using census data;
8. Analyse and present data in a cogent manner for inclusion in AHF publications, social media and reports to funders and funding bids;
9. Produce internal reports on AHF performance and analysis of trends in relation to grants and loans activity, as required by the Director of Programmes, Director of Investments, or CEO;
10. Maintain, devise and implement tools for continuous improvement of monitoring and evaluation to ensure best practice;
11. Establish and maintain links with policy and research teams at the National Lottery Heritage Fund, statutory bodies and other external partners as appropriate, to collaborate on joint initiatives and share best practice.

Person specification

Skills, qualifications and knowledge required:

Essential

- Excellent analytical ability with exceptional attention to detail
- Demonstrable ability in problem solving
- Ability to work effectively as a member of a team to achieve shared outcomes
- A data driven individual with experience of analysing and interpreting qualitative and quantitative data to provide reports for varied audiences and draw strategic conclusions from data and statistics for organisations
- Ability to work effectively on own initiative, set appropriate priorities and meet deadlines
- Previous involvement in the creation and implementation of research and evaluation programmes

Desirable

Knowledge and/or experience in one or more of the following:

- Demonstrable interest in and commitment to the AHF's mission – to help deliver a sustainable future for historic buildings throughout the UK through community enterprise
- Built heritage (architectural history, legislative framework including planning, conservation)
- Experience of appointing and managing external consultants to analyse impact
- An understanding and awareness of social impact frameworks
- Previous experience of writing Board papers to present data in a clear and simple format
- Experience working with/knowledge of the National Lottery Heritage Fund's Outcomes Framework
- Experience of working with the Royal Society of Arts Heritage Index

The employee will be required to maintain and develop their knowledge and expertise in delivering the services to and on behalf of the AHF, with appropriate support and training opportunities where needed.