Research & Evaluation: Interim Co-Lead - Job Description

WHO ARE WE?

always possible is an energetic development company who use facilitation, design, problem-solving, expert mentoring, storytelling and research to help people shape the future. We help ambitious and progressive businesses to thrive and we support social change through public service design. We help 21st century leaders to ask and answer critical questions about who they want to be, what growth looks like, where change is coming from and how to build prosperous communities.

We are a friendly collection of specialist thinkers and do-ers whose technical and human-to-human expertise creates the conditions for sustainable and informed decision-making. Our evaluation, research and design projects are acclaimed for enabling organisations to do things that were previously impossible.

Our clients range from tech entrepreneurs, charities, traditional industry and education networks to arts organisations, local government, transport hubs and festivals. The core team of nine staff is supported by a creative army of freelance associates with specialisms including commerce, marketing, social policy, education, creative thinking, public engagement, tech and business growth.

WHO ARE YOU?

We are delivering and developing some big projects in collaboration with forward-thinking clients across the UK. We have the need for a research & evaluation specialist, who can help with a spectrum of deep-dive research projects spanning education, health, place-making, culture, social action and economic growth.

We don't care what school you went to, if you have a disability, what colour your hair is, your gender, age, ethnicity, sexuality or favourite Spice Girl. We want someone with integrity, who can learn quickly, who cares about what they do and has a brilliant track-record of managing complex projects with different stakeholders, designing and delivering data collection processes and writing clear and compelling analysis for a range of audiences.

The role will suit a self-starter with bags of discipline, problem-solving experience, a designer's brain and an ability to collaborate and lead, whatever the brief, scale and scope of project.

always possible is an equal opportunities business and positively welcomes applications from all sections of the community.

Contract details: 15 hours per week, fixed term until 29th October 2021
Location: Home based, with some meetings in Sussex.
Occasional travel required.
Salary: £36,000 - £37,230 pa, pro rata + generous holiday

WHAT TO EXPECT

The following list of duties is not exhaustive, but gives an indication of regular things you might be doing:

Leading on the set-up or continuation of evaluation and research projects
Supporting development of Theory of Change and logic model processes
Co-creating evaluation frameworks and improving data collection tools
Client-facing communications and reporting, planning and co-design
Designing and explaining both qualitative and quantitative models
Advising on internal scalability and quality in evaluation design
Budget management and reporting
Supporting tenders and pitches, innovating around research design and how it can integrate with wider client work
Ensuring that insight, content and engagement metrics are captured, disseminated and stored correctly
Facilitating client meetings, stakeholder consultations and benchmarking workshops
Working with clients and associates on data analysis and reporting
User experience management, helping build always possible's reputation as an outstanding organisation to work for and with
Data protection compliance and oversight
Report drafting and writing

We can promise that you'll be contributing to exciting projects, you will learn new skills and be part of a dynamic and friendly team who look after each other. The breadth of the work will keep you on your toes,

and you will see positive change in the organisations, audiences and places with whom we work – as a direct result of your support.

WHAT WE'RE LOOKING FOR

Essential criteria:
1. Outstanding communication and organisational skills
2. A high level of numeracy, literacy, computing and digital skills
3. Knowledge of Theory of Change and logic model development
4. Experience of data collection with a wide range of stakeholders
5. Impeccable customer service and user design ethic
6. Demonstrable project management skills and experience
7. Acute observational skills, intuition and attention to detail
8. Experience of working with a small and busy team
9. Ability to write in plain English, simplifying complex analysis
10. Self-motivation, critical thinking skills and a willingness to learn
11. Ability to work flexibly, independently and collaboratively
12. A demonstrable interest in social change and economic prosperity
13. A good sense of humour

Desirable criteria:
1. Academic, or other, research experience with a reputable institute
2. Experience of using monday.com, or similar project tools
3. Confidence in disrupting and re-imagining problems
4. Experience of working in a growing business
5. Experience of using Project Oracle impact standards

HOW TO APPLY

Send us your up-to-date CV by email to hireme@alwayspossible.co.uk, with a letter, video or audio recording explaining why you think you're what we need and we're what you need.
Deadline: **Friday 30th July 2021, 6pm**