
JOB DESCRIPTION

Job Title: Impact & Evaluation Manager

Grade: D

Department: Impact Accelerator

Main purpose of job:

A core member of the Impact Accelerator team, the Impact & Evaluation Manager will be responsible for ensuring that impact data is collected, measured and monitored for internal and external reporting in accordance with CAF's Theory of Change. The I&E Manager will also support the client facing Advisory offering in developing effective impact frameworks for CAF clients.

Responsible to: Growth and Performance Lead, Impact Accelerator

Budgetary responsibilities: n/a

Responsible for: n/a

Key Job Responsibilities:

- To be a key contributor to the design, implementation, delivery and continuous improvement of the Impact Accelerator's Impact Framework based on CAF's Theory of Change.
- To define and implement cross-team data collection processes and tools to ensure collection of high-quality, relevant and timely data aligned with Impact Framework.
- To work closely with colleagues across the Impact Accelerator to design, implement and harmonise programme level monitoring and evaluation, driving improvements and best practice and informing future programme design.
- To facilitate team performance management by providing key management information tracked against management KPIs.
- To monitor indicators and analyse data in order to provide insights to drive decision making and inform progress towards stated outcomes.
- To prepare succinct and insightful dashboard reporting for internal purposes as well as additional qualitative reporting where required.
- To support implementation and coordination of CAF-wide Impact Framework, liaising with stakeholders across the organisation.
- To monitor and analyse CAF -wide metrics and make suggestions for improvements.
- To work with stakeholders across CAF to identify learnings and/or data that could inform external communications and identify areas in which data can inform thought leadership initiatives.
- To be an ambassador for evidence-led giving within CAF.

Advisory/ training (based on experience)

- To support the Advisory team in developing and delivering effective impact frameworks for CAF clients (20% of time).
- To work confidently with a range of philanthropists, corporate clients and charity leaders at all levels of seniority delivering concrete advice on impact measurement and high-quality client deliverables.
- To work closely with colleagues in the Impact Accelerator on seamless project delivery and management.
- To deliver workshops for clients or capacity building training for CAF employees.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: March 2024

PERSON SPECIFICATION

Job title: Impact & Evaluation Manager

Attributes	Essential ✓	Desirable ✓	How Evidenced [†]
Experience <ul style="list-style-type: none"> Prior experience in data analysis, impact and/or evaluation 	✓		A/C
Qualifications <ul style="list-style-type: none"> Degree level qualification or equivalent experience Data Literacy Apprenticeship Level 4 or equivalent 	✓	✓	A/E
Specialist Skills/ Ability/Knowledge <ul style="list-style-type: none"> Strong numerical skills Strong analytical skills Interpretation and analysis of datasets Advanced Excel skills Project Management Proficiency in Power BI 	✓ ✓ ✓ ✓ ✓		A/C/T
Communication <ul style="list-style-type: none"> Strong communication skills: ability to interact with different audiences and produce clear, succinct written deliverables 	✓		A/C
Personal Qualities <ul style="list-style-type: none"> Critical thinking Creative problem-solving Passion for supporting charities and social enterprises Interest in influencing donors to drive impact and social change Team player and strong people skills Committed to continuous professional development Self-motivated, organised and can demonstrate adaptability/flexibility Attention to detail and accuracy 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/C/R
Special Conditions Hybrid with at least two days in the London office, this role will also be required to work in the Kings Hill, Kent office as necessary.			
Prior to Appointment All posts: <ul style="list-style-type: none"> Credit Check Sanctions Check Basic DBS Check Employment References Medical Clearance Right to Work in the UK 	✓ ✓ ✓ ✓ ✓ ✓		R/E

✓ Tick either the Essential or Desirable column as appropriate for each attribute

† Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

Key

R = References, **E** = Evidence/Certificates, **A** = Application, **C** = Competency Interview, **T** = Testing/Assessment