

Job Description

Evaluation Specialist

Performance and Engagement

Background to Motability

Motability is a national charity which aims to enhance the lives of disabled people by improving their personal mobility. We provide a range of grants to help people with a range of disabilities with a total charitable expenditure of £74million in 2019-20. This is an exciting time for Motability. At a time of huge growth and of new opportunities, we want to make faster progress to realise our vision, to ensure that no disabled person should be disadvantaged due to poor access to transportation.

Purpose of the role

- Our experience shows that being mobile helps disabled people to participate in work, to continue in education, to live independently, attend events and appointments as well as see friends and family. However we need to be able to evaluate our work and generate evidence that demonstrates how our work is having this impact, as well as capture other effects that our interventions may be having (positive or negative, direct or indirect).
- We have also started undertaking cost benefit analysis (CB) of our programmes, assessing the economic benefits and embarking upon developing an approach to assess the anticipated return on the investments we make to help select interventions that provide maximum impact.

Key Accountabilities

- Lead on design and implementation of evaluations that assess organisational and specific programme/project level relevance, effectiveness, efficiency, sustainability and financial, social and economic impact.
- Lead on design and implementation of a monitoring system capable of regularly reporting results for all programmes at output and outcome level. This may be in the form of a database, which would be used to develop a dashboard capable of showing programme performance as well as organisational performance.
- Support the development of Motability's Annual Impact Report.
- Work with programme teams to support the development of programme/project specific monitoring and evaluation plans, theories of change and results frameworks which will then be used for evaluation purposes.
- Work with our Finance team to ensure financial information is organised and made available to the Evaluation team to undertake costs benefit and economic analysis.
- Develop terms of reference for various evaluations, in consultation with programme/project teams, with clear purpose, objectives and evaluation questions, approach, methodology, resource requirements and work plan.
- Design evaluation approaches and methodologies, data collection instruments and analytical frameworks.
- Lead on tender processes where evaluations or components of them are to be outsourced.
- Undertake and oversee design, collection and cleaning of data ready for analysis.

- Undertake analysis of the collected data to respond to the evaluation questions and criteria.
- Lead on writing evaluation reports, ensuring they are of high quality and suitable for target audiences.
- Present findings to internal/external audiences (as required).

Capabilities Profile – Technical Skills, Knowledge and Experience

- Experience of monitoring and evaluating interventions, with focus on undertaking cost/benefit analysis, economic assessment and social return on investments, in addition to process evaluations and measuring impact.
- Experience of working closely with project/programme teams to develop theories of change, results frameworks and monitoring and evaluation plans.
- Relevant qualification in an analytical discipline such as economics.
- Professional experience in the area of cost/benefit analysis, economic assessment and social return on investments and evaluations.
- Ability to design and implement programme and organisational level evaluations and monitoring systems. This includes:
 - Developing evaluation terms of reference working closely with programme teams.
 - Selecting best fit evaluation methodologies.
 - Designing data collection instruments and analytical framework.
 - Handling data protection protocols, ensuring data security and ethical considerations.
 - Undertaking analysis and reporting.
 - Managing and commissioning other agencies for data collection/analysis and specific aspects of an evaluation.
- Highly experienced in undertaking report writing.
- Highly IT literate with extensive experience of using Microsoft Office applications, and statistical and other qualitative software packages.

Capabilities Profile – Management and Coordination

- Ability to collaborate and build effective working relationships with programme and project leads and other teams across the Charity.
- Highly experienced to lead, and manage on, design and delivery of monitoring and evaluations.
- Highly experienced in coordinating across multiple teams, agencies and stakeholders and simultaneously deliver multiple evaluations.
- Exceptional written and oral skills.

Reporting line

- Reports to: Head of Impact and Evaluation.

Key Interfaces:

- The post-holder will be privy to, and responsible for, highly sensitive information and will be expected to exercise complete confidentiality.
- You will work in close coordination with key managers and employees within the organisation as well as with external agencies.