

# Evaluation Officer

## Job description

Together we are help and hope for everyone living with dementia



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Evaluation Officer

## Position in the organisation

Reports to an Impact and Evaluation team manager

Member of our Impact and Evaluation team.

Member of our CEO's Directorate.

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Evaluation Officer role will support the management, development and implementation of impact activity outlined in our operational plan (enabling, evidencing or informing impact) – including, but not limited to, evaluation and research. The post holder will be technically capable and will lead the delivery of smaller scale projects and work collaboratively to support the delivery of larger scale projects.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

- Produce project briefs for the Society's impact activities including working with colleagues and people affected by dementia to agree appropriate approaches, methodology and data collection tools.
- Manage, or support the delivery of activities on the operational plan to enable, evidence or inform impact- including where appropriate managing the commissioning of activities to external suppliers.
- Map project risks and draft risk reports to be communicated upwards to managers in the Impact and Evaluation team and, where needed, to the Head of Impact and Evaluation.
- Employ appropriate research and evaluation methodologies to projects, being adaptable, flexible and creative.
- Work with key survey and statistical software packages to undertake robust analysis of data- ensuring that actionable insight is generated.
- Produce appropriate outputs, considerate of and relevant to the audiences for which they are required.
- Independently facilitate training workshops and webinars online and occasionally across England, Northern Ireland and Wales, and update training content and materials as required.

- Comply with data protection and research governance regulations as well as ethical practices.
- Work collaboratively with colleagues across the organisation to ensure that, whilst acting as a trusted expert, activity is done with, rather than done to.
- Contribute towards the sharing of knowledge, learning and best practice using internal and external networks.
- Ensure that projects are undertaken with a focus on inclusivity, anti-racism and intersectionality.
- Carry out any other reasonable duties as required to meet the needs of the directorate and society.

## We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
No formal qualifications required – but sufficient experience to deliver technically complex impact activity	A/I
Experience of research and/or evaluation activity in health/social care/voluntary/public sector	A/I
Project management experience including experience of working across multiple projects	A/I
Ability to prioritise and deliver to tight timescales and under pressure	A/I
Flexible, adaptable and able to work effectively within a team environment	A/I
Exceptional interpersonal and written and verbal communication skills with a wide range of audiences	A/I
Able to build and develop positive relationships with people affected by dementia, volunteers and staff across the Society	A/I
Excellent logistical and problem-solving skills	A/I
Experience of developing/delivering training to different audiences	A/I
Understanding of the health and social care system and associated structures such as ICS, the NHS etc	A/I
Knowledge of dementia or working with people with cognitive impairment *	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I
Able to travel throughout England, and to Wales and Northern Ireland and undertake regular overnight stays as required	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I

Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

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# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave