



EVALUATION EXECUTIVE

Part time, temporary contract: 3 days (22.5 hours – majority during core office hours) per week initially until end of December 2024 with possibility of extension.

Location: Remote involving regular travel to our centres and offices in London, Penrith and Glasgow

Application deadline: Thursday 18th July 2024

The job (in a nutshell)

As an educational charity, we use learning and adventure in the wild to teach young people the most important lesson they could ever learn: to believe in themselves. We do this so they can develop the attitudes, skills and behaviours that they need to make a positive change in their lives. This is where you come in.

You will be part of a team that evaluates the difference Outward Bound can make to young people's lives, both in the short and long-term. You'll hear directly from young people, teachers, parents and employers about the positive impact their experience has had, gathering this evidence to report on our impact and ensuring it is used to help inspire and engage others in the work that we do. The team has a strong interest in continual improvement, so as well as demonstrating outcomes, you will also focus on understanding the mechanisms of change that lead to impact and using research and evaluation to help enhance our courses.

Joining an existing team of two, you will support evaluations across all areas of work, including school courses, bespoke funded programmes and apprentice and graduate programmes. You will be responsible for preparing written evaluation reports and managing the administrative processes that underpin our data collection systems and processes.

Who we're looking for

In our small evaluation team, we're passionate about communicating and evidencing the impact that an Outward Bound experience can have on a young person's life.

Thorough process and system management is key to the team being able to communicate and report on the impact both internally and to our external audiences and funders.

As well as a meticulous eye for detail and an organised approach to work you will also need to build effective working relationships, both externally with participants from our courses, as well as internally. You will be in regular contact with teams across the organisation to ensure our data sampling and collection processes run smoothly. You will support with quantitative and qualitative data collection and analysis together with producing detailed evaluation reports for funders and clients.



Your experience:

- You will be well organised with excellent planning skills. You will have excellent accuracy and attention to detail with a good eye for managing and monitoring data gathering and storage systems.
- You will be able to communicate clearly and build effective relationships with key people externally and across the organisation and ensure data collection processes and systems run smoothly. You will be naturally collaborative, able to approach, listen and communicate effectively with a range of people, clearly setting out expectations and clearly communicating processes.
- You will have strong analytical skills, carrying out quantitative and qualitative data analysis, able to identify trends and gaps and be able to combine results with desk research to form an engaging and relevant report narrative. You will be comfortable supporting the team editing and proofreading reports
- You will have excellent technology skills, using MS Dynamics, Excel, PowerPoint, Outlook, and Word.
- You will be happy managing and able to prioritise a varied and pressurised workload and be accountable, happy to work unsupervised and with your own initiative.
- You can problem solve, have a flexible approach and come up with workable/practical alternatives to challenges. You will be able to prioritise workload, working at speed to get things done.
- You will be curious, innovative, always looking for ways in which we can improve.
- Your previous experience working in impact evaluation either in the outdoor sector or the charity sector would be an advantage but is not essential!

This role will require regular travel to our organisational offices and centres.

The post holder will also be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

Salary and benefits for Evaluation Executive

Salary: £24,000 – £27,500 pro rata dependant on experience

Benefits:

- Annual Leave of 24 days, plus bank holidays. Annual leave increases by 1 day per year to a maximum of 30 days, plus bank holidays.
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance Helpline.



- Employee assistance programme: with easy access to medical and mental health support. Ranging from instant GPs appointments to physio or counselling services.
- Personal Accident Insurance while at work or commuting
- Health Cash Plan with Medicash: on application after completion of probation; taxable benefit
- Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service
- 8 weeks' sick pay at full salary in any 12 months
- Berghaus uniform items provided and the opportunity to purchase Berghaus products at discount
- Discounted course fees for family members

Plus!

- Personal Adventures – Outward Bound has a positive attitude to extended/unpaid leave (forward planning is required)

Application process:

Please apply by sending your CV and a covering letter outlining your suitability and why you are interested in the role to rachel.purdy@outwardbound.org.uk. Feel free to contact Rachel if you'd like to have an informal chat and hear more about the role.

We know that the confidence gap and imposter syndrome can get in the way of meeting spectacular candidates, so please don't hesitate to apply — we'd love to hear from you.