

## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Monitoring and Evaluation Officer</b>
<b>Salary range:</b>	<b>£29,547 – £33,444 per annum</b>
<b>Reporting to:</b>	<b>Insight and Evaluation Manager</b>
<b>Management responsibility:</b>	<b>Yes</b>
<b>Location:</b>	<b>Flexible</b>
<b>Budget responsibility:</b>	<b>No</b>
<b>Hours:</b>	<b>35 per week over 5 days</b>
<b>Contract:</b>	<b>Fixed term until 31 March 2026 (possible extension, funding dependent)</b>

### **MAIN PURPOSE OF JOB:**

As a key member of the Insight and Evaluation team, you will support the effective monitoring and evaluation of our projects, campaigns and development work, helping to build a strong evidence base for our impact. You will:

- Support the design and implementation of monitoring and evaluation activities across our portfolio, including national initiatives such as our Walk to School Outreach project and WOW, our walk to school programme.
- Collect, manage and analyse data to ensure timely and accurate reporting to funders and stakeholders.
- Contribute to the continuous improvement of our impact measurement systems, tools and processes.
- Provide insight and evidence to strengthen our policy, advocacy and fundraising work, helping to build the case for greater investment in walking and healthier environments.

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **Monitoring and Data Collection**

- Support the design and delivery of monitoring frameworks for key projects, including school engagement programmes, community initiatives, and specifically the Walk to School Outreach programme.
- Collect, organise and maintain accurate data across projects to track outputs, outcomes and impact, ensuring high-quality monitoring for the Walk to School Outreach reporting requirements.
- Work closely with delivery teams to ensure consistent and reliable data collection, particularly in relation to schools participating in the Walk to School Outreach programme and other projects/programmes.

### **Supporter and Stakeholder Insights**

- Coordinate the design, dissemination and analysis of supporter surveys, participant feedback and partner consultations, including surveys and feedback related to schools and families engaged through the Walk to School Outreach programme.
- Collate and interpret data to generate insights into supporter and participant experiences, motivations and needs to inform engagement strategies.

### **Evaluation and Learning**

- Assist in the delivery of evaluation plans for major programmes including the Walk to School Outreach, supporting baseline and follow-up assessments, outcome mapping, and theory of change activities.
- Contribute to the analysis and reporting of evaluation findings to support internal learning and continuous improvement across both national and local projects.
- Work with Campaigns teams to evaluate policy-led and supporter engagement campaigns and events to measure impact

### **Reporting and Impact Communication**

- Prepare clear and concise reports, data summaries and visualisations for internal and external stakeholders, including funders such as the Active Travel England in relation to the Walk to School Outreach programme.
- Support the production of compelling, evidence-based content that demonstrates the impact of programmes for use in fundraising, campaigning and policy work.
- Support the development of data-informed content for campaigns, media activity and stakeholder communications to increase the visibility and impact of our work.

## **Systems and Process Improvement**

- Help maintain and improve monitoring systems and data collection tools, ensuring they are fit for purpose and user-friendly.
- Support the ongoing development of impact measurement practices across the organisation.

## **Collaboration and Capacity Building**

- Work collaboratively with the Insight and Evaluation Manager, and wider teams across External Affairs and Fundraising and Development and Delivery.
- Support staff across the organisation to build skills and confidence in data collection and evaluation practices.

## **OTHER DUTIES:**

### **Department**

- Be an active contributor to the department and attend team and department meetings and away days
- Visit or work out of other regional offices when required
- Reasonable occasional out of office hours work maybe required, as may be some travel within the UK.

### **Organisation**

- Represent the organisation in relevant impact, evaluation, research and policy arenas
- Be an ambassador for Living Streets at public-facing events and to external audiences, including interaction with partners, funders, wider stakeholders and the public
- Champion the Living Streets corporate brand, messages, campaigns and communications initiatives to raise our profile and impact
- Support the effective delivery of our Strategic objectives
- Maintain good working relationships with internal staff and relevant external stakeholders
- Undertake other duties from time to time, as requested by the line manager/Department Director/Chief Executive
- Adhere to internal policies and procedures, supporting an effective organisational culture
- Follow and proactively support our equal opportunities policy

## PERSON SPECIFICATION

**Applicants must be able to demonstrate:**

<b>Essential Criteria</b>	<b>From Application (✓)</b>	<b>At interview (✓)</b>
Experience of supporting monitoring and evaluation activities across a range of projects, including behaviour change programmes	✓	✓
Experience of collecting, analysing and reporting on both quantitative and qualitative data	✓	✓
Experience of developing and using internal and external monitoring systems and supporting colleagues in their use	✓	✓
Experience of producing evaluation reports or summaries for funders, internal teams or public audiences	✓	✓
Experience of working on or supporting government-funded programmes (e.g. Department for Transport-funded projects)	✓	
<b>Knowledge and Skills</b>	<b>From Application (✓)</b>	<b>At Interview (✓)</b>
Excellent written and spoken communication skills	✓	✓
High level of numeracy and proficiency in data analysis tools (e.g. Excel, survey software, dashboards)	✓	
Ability to manage tasks and deliver high-quality work to tight deadlines and budgets		✓
Understanding of outcome measurement, theory of change and impact reporting	✓	✓
Strong data skills including cleaning, coding and visualising data (charts, infographics, dashboards etc.)	✓	✓
Ability to effectively manage a wide variety of stakeholders both internal and external		✓
Ability to work flexibly, adapting changing requirements		✓
<b>Personal</b>	<b>From Application (✓)</b>	<b>At Interview (✓)</b>
Willingness to undertake occasional travel or evening and weekend work		✓
Committed to equality, diversity and inclusion, and ability to reflect this in data and evaluation practice	✓	✓
A collaborative and supportive working style, with a positive and proactive approach to tasks		✓
Interest in and commitment to Living Streets' mission and values		✓

<b>Desirable Criteria</b>	<b>From Application (✓)</b>	<b>At Interview (✓)</b>
Experience of supporting organisational learning and continuous improvement through evaluation	✓	✓
Experience of working within a policy, campaigning or fundraising environment	✓	
Experience with Excel Power Query or similar advanced data tools	✓	
Understanding of behaviour change theory, particularly in relation to Active Travel		✓
Experience of working with or for a charity or public sector organisation	✓	