

Job Description

1. Identification of Job

Job Title

Evidence Officer (Social Impact)

Function

Operations

Responsible to

Research & Evidence Manager

Responsible for

N/A

Budgets Held

N/A

2. Overall Purpose of Job

To support the development, coordination and communication of the National Forest's research and evidence programme, with a focus on monitoring, analysing and reporting the social impacts of the National Forest. The post-holder will work closely with the Research & Evidence Manager to develop approaches for tracking long-term outcomes, including social metrics that show how the National Forest contributes to nature, communities and enterprise. They will provide advice on social impact monitoring, qualitative research and evaluation methods, supporting colleagues to design, deliver and evidence effective projects. The role will also coordinate commissioned research, manage partnerships with academic and sector experts, and produce clear summaries of findings.

As part of the Operations Team, the post-holder will contribute to planning, reporting and cross-team activity to ensure evidence informs organisational decisions and the wider aims of the National Forest Company (NFC).

3. Main Responsibilities

Reporting Impact for the National Forest

- a) To support the Research & Evidence Manager to monitor and report National Forest metrics to measure the long-term impact of the Forest, specifically the development of social metrics.
- b) To advise on impact monitoring and qualitative research techniques, e.g. resident and visitor surveys.
- c) To advise on opportunities for improvements in project data collection and analysis to support outcomes framework development, impact monitoring and evaluation.
- d) To advise and support colleagues on evaluation methods, including measuring and evidencing impact for engagement, wellbeing and learning programmes
- e) To support colleagues to ensure monitoring aligns with wider National Forest outcomes framework.

Research Support

- f) To coordinate commissioned research and evidence projects and collaborative partnerships with government, universities and sector experts.
- g) To produce succinct summaries and presentation of research findings and reports for the NFC team, website and partners.

Corporate Development

- h) As a member of the Operations Team, contribute to regular planning, budgetary and reporting cycles.
- i) Provide evidence support to the communications, marketing and fundraising teams.
- j) Attend appropriate events, conferences, meetings, workshops, and training as required.
- k) Contribute to NFC Working Groups and Board as required.
- l) Undertake any other reasonable duties to further the research and evidence programme or the wider aims of the NFC.

4. Benefits of working with the NFC

Salary

This is a part time post of 22.5 hours per week. The successful candidate will be appointed within the Higher Executive Officer Grade Band 1 which has a full-time salary range of £34,346 to £37,163. Pro rata this equates to £20,886 to £22,599 per annum.

This is a fixed term appointment for 2 years initially, with the potential to extend depending on funding.

Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

- **Alpha:** This is a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 5.45% dependent on your salary. The current employer contribution rate is 28.97% of salary.
- **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

Generous Annual Leave and Bank Holiday Allowance

We offer 30 days' annual leave and 10.5 days' public and privilege holidays. Pro rata this equates to 18 days' annual leave plus 6.5 days public and privilege leave per annum.

Staff Bonuses

We offer an end of year performance award scheme to our employees.

Place of Work

The principal place of work will be at the NFC's office in the heart of the National Forest at Canopy House, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation.

Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC's work and our policies.

Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

- **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
- **Cycle to Work Scheme** – typical savings on a bike can be up to 42%
- **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
- **Discounts for gym membership**

Time off in lieu

Due to the nature of the work some unsocial hours may be required in the evenings and weekends to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

Travel

The post-holder will often need to travel to sites over a rural location. Where the postholder has access to a vehicle for use on NFC business, mileage is reimbursed.

5. Person Specification

Experiences and Qualifications	Essential (E) or Desirable (D)
A relevant degree, post graduate qualification or equivalent demonstrable experience	E
At least three years' experience monitoring or evaluating impact of programmes that deliver either environmental, economic or social benefits	E
Experience analysing and presenting data clearly for a range of audiences.	E
Experience in social impact measurement, evaluation, or applied research.	D
Experience coordinating or managing commissioned research.	D

Knowledge	Essential (E) or Desirable (D)
Knowledge of qualitative and quantitative monitoring methods	E
Knowledge of environmental, place-based or community development sectors.	E
Knowledge of research methods relating to social impact	D
Knowledge of the National Forest	D

Skills	Essential (E) or Desirable (D)
Ability to summarise complex research findings in clear, accessible formats.	E
Strong analytical and critical thinking skills.	E
Strong organisational skills and ability to manage multiple projects.	E
High attention to detail and commitment to data quality.	E
Strong IT skills, specifically in developing and maintaining large datasets in Microsoft Excel	E
Basic level of knowledge and experience with GIS applications	D

Personal Qualities and Behaviours	Essential (E) or Desirable (D)
High level of enthusiasm, self-motivation and flexibility	E
Collaborative team player, able to work autonomously and across the organisation	E
Commitment to environmental issues	E
An understanding of the importance of Equality, Diversity and Inclusion	E