

Job Description

1. Identification of Job

Job Title

Evidence and Impact Manager

Function

Operations

Responsible to

Head of Land Strategy and Research

Responsible for

- Grants Officer
- 2 x Evidence Officers

Budgets Held

c. £70,000

Grade

SEO2

2. Overall Purpose of Job

To lead the design, implementation and continual improvement of the National Forest's Outcomes Framework, evidencing progress towards its vision of '*Transformation through forests*' for nature, communities and enterprise. The role will identify meaningful metrics, establish effective data collection and reporting processes, and align measures with relevant national indicators where possible. It will also oversee the development, monitoring and reporting of Corporate Plan Key Performance Indicators (KPIs).

Managing a small team, the role will generate and communicate robust evidence and insight to inform strategic decision-making and strengthen external messaging across programmes, communications and advocacy.

The role also has oversight of reporting for the national Defra England Tree Planting Programme, including line management of the Grants Officer who administers c. £2m of grants each year for forest creation and woodland management.

3. Main Responsibilities

Impact and Performance

- a) Lead on the ongoing development, monitoring and reporting of the National Forest Outcomes Framework to measure the long-term impact of the Forest on the natural environment, communities and the local economy.
- b) Lead on the development, monitoring and reporting of National Forest KPI's to report quarterly progress to the Board of Trustees.

- c) Oversee National Forest performance reporting of the England Tree Planting Programme and other data requests, liaising with Defra colleagues and working closely with the Grants Officer and the Land and Forestry team.
- d) Lead on the ongoing development of natural capital monitoring on the National Forest Estate, including where this can help to secure green finance e.g. Biodiversity Net Gain.
- e) Provide expert advice and support to National Forest programmes and projects on outcome setting, monitoring and evaluation, and consultation methods.

Data and systems

- f) Ensure effective systems are in place for the accurate collation, management and maintenance of data, incorporating new datasets as required to provide robust, timely and up-to-date evidence for decision-making.
- g) Oversee the continual improvement of the National Forest's GIS system, enhancing functionality, ensuring accurate spatial recording, and strengthening analysis and presentation of spatial information.
- h) Provide contract and relationship management with service and data providers to ensure technical support is in place where needed and copyrights and licence agreements are adhered to.
- i) Support the Grants Officer to ensure efficient and compliant grant processes and reporting systems are in place.
- j) Ensure that all records are maintained in line with the Data Protection Act 2018.

Communications and advocacy

- k) Provide impact and evidence information for marketing, communications, fundraising and advocacy, including summarising complex data and translating technical information for general audiences.
- l) Ensure internal and external visibility of National Forest performance, research and data through dashboards, the Annual Report, the website and dissemination at conferences and events.

Evidence and research

- m) Act as the main contact for collaborative research opportunities with government, universities and sector experts in line with National Forest priorities and oversee the co-ordination of the National Forest's contributions, including on the National Forest estate.
- n) Lead and / or advise on the commissioning of research projects, as required.

Corporate development

- o) Create reports or presentations for the National Forest Board and Working Groups, and other internal or external strategic or technical groups, facilitating meetings as required.
- p) Build internal capability in data systems and evidence use by providing training, guidance and support to the wider team.
- q) Contribute to corporate and team planning, including the management of budgets as required.
- r) Inspire, lead and manage line reports to deliver annual programmes, targets and project objectives.
- s) Undertake any other relevant duties as directed by the Head of Land and Strategy or Director of Operations.

4. Benefits of working with the NFC

Salary

The pay band range for the role is £48,575 to £52,065 with external candidates joining the NFC expected to start at the minimum of the pay band range, based on a 37-hour working week.

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 7.35% 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.

Staff Bonuses

We offer end of year performance awards and in-year bonuses to our employees.

Place of Work

The principal place of work will be at the National Forest Company'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. This role fits the standard blended working framework that allows for up to 40% of time working for home.

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 may 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 or post graduate qualification	E
At least 5 years' experience in a similar role	E
Experience of leading on corporate performance monitoring and reporting in the environmental field	E
Proven relevant experience of utilising GIS for data set analysis and presentation of spatial information	E
Experience of managing and motivating others to successfully deliver work programmes to time and budget	D
Experience of working within a charitable or public sector organisation	D

Knowledge	Essential (E) or Desirable (D)
Knowledge of qualitative and quantitative research and information presentation techniques	E
Understanding of the benefits of tree planting and habitat creation, for nature, communities and enterprise	E
Knowledge of national grant programmes for woodland creation and management	D
Knowledge of the National Forest	D

Skills	Essential (E) or Desirable (D)
Intermediate level (or above) when utilising GIS (including QGIS), Microsoft Excel and other data management applications	E
Excellent analytical skills and high attention to detail	E
Effective communicator, able to distil complex issues for a broad audience	E
Ability to prioritise multiple workstreams and meet deadlines	E
Experience of Cadcorp SIS spatial data system	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 Equity, Diversity & Inclusion.	E