

Job Description

Job Title	Future U Evaluation Officer
School/Service	External Relations
Grade	F
Responsible to	Senior Evaluation Officer
Responsible for	n/a

Job Purpose:

The purpose of this role is to coordinate the evaluation of the Future U project. Future U is the Lancashire UniConnect programme. Funded by the Office for Students, UniConnect is a national programme that aims to widen participation in higher education. Future U is a partnership of HE and FE providers across Lancashire and the University of Central Lancashire is the lead institution. The post will sit within the central Future U team that work with partners and deliver independent outreach and IAG activities to schools and colleges across Lancashire. This post will contribute to rigorous data collection and evaluation of Future U activities. The post-holder will be contribute towards analysing data and producing reports and publications about the project's findings. They will be support the Senior Evaluation Officer in preparing data for regular reporting to the Officer for Students and preparing reports required by the governing board. The post-holder will liaise with partners to develop and support a consistent approach to evaluation across the whole project. They will be responsible for reviewing the Higher Education Access Tracker records and regularly reviewing data collected from the project to make sure they are accurate and up to date.

The post-holder will be a highly motivated individual, with experience of data-handling and analysis. They will be a strong communicator and be capable of translating evaluation findings into accessible information that can be accessed and used by a variety of audiences and stakeholders

Main Duties and Responsibilities

1. Help to oversee data collection for all activities delivered through Future U
2. Support Future U partners in collecting data and evaluating projects
3. Work with the Future U team and partners to ensure all activities can be mapped onto the Future U progression framework
4. Help to ensure all data collection practices in the project are GDPR-compliant
5. Help to produce evaluation reports tailored to different audiences including (but not limited to) the Office for Students, the Future U governing board, partner institutions, the Future U team, outreach practitioners across the sector, parents/carers, learners and programme participants.
6. Support the Senior Evaluation Officer to produce data and evaluation required for reporting to the Office for Students
7. Engage with the UniConnect national evaluation team to ensure Future U is supporting the national programme's evaluation
8. To work closely with the Future U Senior Evaluation Officer in order to assist with all aspects of research projects, which will include qualitative and quantitative data collection, data input/cleaning and analysis as per defined research protocols.
9. To undertake the management of data relevant to designated projects, which may include setting up data files, and conducting literature search and review.

10. Travel to collect data and attend other meetings as required.
11. Provide administrative support for data processes linking outreach operations to evaluation, e.g. reviewing event checklists and monitoring outreach activity logging.
12. Support colleagues in preparing ethics and other research applications and adhere to the appropriate ethical standards for research.
13. Any other duties commensurate with the job role and grade as required by the programme manager.

Person Specification

Job Title	Future U Communication and Content Officer
School/Service	External Relations
Grade	F

Attributes	Essential	Desirable	Measured By
Work Experience	<p>Data handling and analysis</p> <p>Conducting evaluation using both quantitative and qualitative methodology</p> <p>Preparing reports</p> <p>Working with personal data</p> <p>Experience of completing literature reviews</p> <p>Use of databases</p>	<p>Use of the Higher Education Access Tracker</p> <p>Working in a HE setting</p> <p>Working with Schools and Colleges</p> <p>Working with HE Outreach teams</p> <p>Experience of working in an academic setting</p>	Application and Interview
Education/Qualifications	Degree	Masters with research component	Application
Skills/Abilities	<p>Excellent data analysis skills</p> <p>Excellent numeracy skills</p> <p>Strong written and verbal communication</p> <p>Ability to communicate complex subjects to diverse audiences</p> <p>Excellent time management and the ability to work both autonomously and within a team</p> <p>An excellent understanding of evaluation methodology</p>	<p>Ability to code and use programs such as R for data analysis</p> <p>A sound understanding of SPSS</p>	Application, Interview and Test
Other	An understanding of and demonstrable commitment to the University's Values of	Access to a vehicle with class 2 business insurance and a clean driving licence.	

	Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours.		
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