

## Kent County Council

### Job Description: *Insight, Evaluation & Learning Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Division:</b>	<b>Growth &amp; Communities</b>
<b>Location:</b>	<b>Active Kent &amp; Medway Team, Kings Hill, West Malling, Kent</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Strategic Lead – Marketing, Strategy &amp; Insight</b>

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#### **Purpose of the job:**

To work with the Active Kent and Medway team, local partners and communities to help plan, co-ordinate and deliver insight, monitoring, evaluation and learning functions, to inform decisions and demonstrate the impact of our work.

Share the key insight and learning with colleagues, partners and local communities, ensuring effective cross sector learning that informs future direction, in support of tackling the inequalities intrinsically linked to low levels of physical activity.

#### **Main Duties and Responsibilities:**

1. Support the monitoring, evaluation and learning of Active Kent & Medway's programmes delivered in areas of greatest need, in collaboration with colleagues, local partners and communities.
2. Gather, collate and interpret in-house, local and national insight and data to help understand current need, demand, challenges and opportunities, to support and inform both future developments and impact measurement of our work.
3. Work with relevant partners to identify insight gaps and plan and implement relevant community sensitive activity to address gaps in areas where need is greatest.
4. Use a range of research, monitoring, evaluation, learning and storytelling tools and methods to understand the lived experience of local communities; to collect and share information that informs planning; to help co-create opportunities; and to provide evidence of impact against the team vision, programme objectives and community need.
5. Work with the Place Programme Manager and broad range of partners and sectors to develop a Theory of Change and monitoring and evaluation framework

for areas in greatest need, ensuring a standardised approach is taken to its application.

6. Work with the Insight, Monitoring and Evaluation Officer and Place Programme Manager to ensure that the insight, monitoring and evaluation findings are reported to relevant Boards, partners and more widely in support of our work in place.
7. Engage in relevant monitoring, evaluation and learning training programmes and share learnings with colleagues and partners.
8. Work with colleagues and partners to embed a culture of learning, ensuring that our insight, evaluation and learning is used to inform decisions, to shape our future work and to support partners to improve their own delivery.
9. Contribute to the team's overall work on insight, workforce development, equalities, safeguarding, monitoring, and continuous improvement in line with the Active Kent & Medway business plan and targets.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Insight Evaluation & Learning Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>Qualifications</b>	Good overall education and ability to demonstrate knowledge gained through professional experience
<b>Experience</b>	<p>Experience of creating and implementing monitoring and evaluation methods.</p> <p>Experience of using a range of quantitative and qualitative research, monitoring, evaluation, learning and storytelling tools and methods, for example surveys, reports, case studies, storytelling and ripple effects mapping.</p> <p>Experience of running focus groups and other community engagement events.</p> <p>Experience of collecting data and analysing insight to help demonstrate outcomes and impact.</p> <p>Experience of presenting information and reports in an accessible and informative way to inform decision making and influence and engage key stakeholders and partners.</p> <p>Experience of developing promotional materials and web content to a high standard.</p> <p>Previous project management experience in a relevant field.</p>
<b>Skills &amp; Abilities</b>	<p>Effective communication, both verbally and in writing.</p> <p>Strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team.</p> <p>Ability to co-ordinate a range of activity to achieve tight deadlines.</p> <p>Ability to work with a range of IT systems.</p> <p>Ability to research and analyse information and produce reports.</p> <p>Ability to travel independently locally and nationally.</p> <p>Ability to work evenings and weekends where necessary.</p>

<p><b>Knowledge</b></p>	<p>Knowledge and understanding of issues related to tackling inequalities and inactivity in sport and physical activity.</p> <p>Knowledge and understanding of how to develop and implement monitoring, evaluation and learning frameworks.</p> <p>Understanding of community engagement principles and how to apply these practically.</p> <p>Understanding of place-based approaches to behaviour/system change.</p> <p>Working knowledge of Theory of Change or similar frameworks.</p> <p>Knowledge of current national policies and structures within sport, including Sport England's Strategy 'Uniting the Movement'.</p>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>