

Kent County Council

Job Description: Insight, Evaluation & Learning Manager (Place)

Directorate:	Growth, Environment & Transport
Unit/Section:	Growth & Communities
Grade:	KSH (Full Time)
Responsible to:	Strategic Lead – Marketing, Strategy & Insight

Purpose of the job:

Working with the Active Kent & Medway team, local partners and communities to lead the development and delivery of a learning-led approach to insight, monitoring, evaluation and learning (MEL). Focused on areas of greatest need and supporting action to reduce inequalities linked to low levels of physical activity.

Position MEL as a core enabler of system change, building understanding of how and why change is happening across local places. Use this insight to inform strategic decision-making, strengthen collaborative working, and ensure learning influences both organisational priorities and wider system delivery.

Main Duties and Responsibilities:

1. Lead the development and delivery of a learning-led approach to insight, monitoring, evaluation and learning (MEL) of Active Kent & Medway's programmes delivered in areas of greatest need.
2. Lead the development of evaluation frameworks across place-based work, ensuring consistent monitoring, evaluation and learning (MEL) that supports shared understanding and continuous improvement.
3. Lead on the design and implementation of proportionate, mixed-method evaluation approaches that reflect the complexity of place-based systems, ensuring evaluation captures system change, learning, and community context.
4. Lead the commissioning and oversight of evaluation activity for the Place Universal Offer programme, ensuring alignment with Place Expansion approaches.
5. Embed a culture of learning, using a range of research, monitoring, evaluation and storytelling methods to deepen understanding of the lived

experience of local communities, inform planning, support co-creation, sensitively address gaps and evidence impact against the team vision, programme objectives and community need.

6. Work with the Place Programme Managers and partners to develop a Theory of Change for areas in greatest need, providing a clear framework for action, learning and system change.
7. Lead insight, monitoring and evaluation reporting across the programme, including requirements for Sport England and the Board, working with Place Programme Managers and partners to co-produce outputs and ensure findings are effectively communicated to wider stakeholders.
8. 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.

Kent County Council
 Person Specification: Insight Evaluation & Learning Manager
 (Place)

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.

	CRITERIA
Qualifications	A degree level qualification or equivalent in a relevant subject.
Experience	<p>Experience of creating and implementing monitoring and evaluation methods and developing evaluation frameworks.</p> <p>Experience of managing relationships with academic institutions and research partners to inform and strengthen insight, evaluation and learning activity.</p> <p>Experience of using a range of quantitative and qualitative research, monitoring, evaluation, learning and storytelling tools and methods to evidence impact, for example surveys, reports, case studies, storytelling and ripple effects mapping.</p> <p>Experience in Community-Based Participatory Research (CBPR) and/or similar participatory research approaches, including the application of co-production principles to generate meaningful, community-centred insight and inform decision-making.</p> <p>Experience of collecting data and analysing insight to help demonstrate outcomes and impact.</p> <p>Experience of presenting information and developing high quality reports in an accessible and informative way to inform decision making and influence and engage key stakeholders and partners.</p> <p>Experience of embedding learning within organisations and influencing delivery</p> <p>Previous project management experience in a relevant field.</p>
Skills & Abilities	<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 lead and co-ordinate complex programmes and deliver to 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>
Knowledge	<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>
Kent Values and Cultural Attributes	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p>

	<p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
--	--