Job Description

Job title: Research and Evaluation Coordinator (maternity cover)

Reports to: Policy and Research Manager

Contract: 12 months FTC (maternity cover)

Hours of work: 35 hours/week Hybrid working 2 days in the office

Location: Hybrid: working from home with attendance at the office at John Snow House, 59 Mansell Street, London E1 8AN twice a week.

Salary: £28,000 to £30,000 (pro rata)

Key responsibilities

- To coordinate data collection activities for evaluation and monitoring processes.
- Independently design, deliver and co-ordinate research, evaluation, monitoring and impact activities, including stakeholder engagement, research governance and evidence translation.
- Write or contribute to research, evaluation, monitoring and delivery reports.
- Write or contribute to briefs and other project documents for internal and external stakeholders.
- Analyse evaluation and impact data and develop recommendations for improvement.
- Monitor tender portals to identify potential funding opportunities for projects that align with RSPH's strategic aims of the organisation and department.
- Draft bid and grant application documents, liaising with departments across the organisation to gather evidence to complete bids or grant application documents independently.
- Support the up-to-date record-keeping of project key information, including the timely inputting of data in project databases and trackers.
- Project manage evaluations, developing project plans, Gantt charts, risk registers and mitigation plans.
- Monitor contractual deliverables, KPIs and project performance.
- Track project budgets and expenditure, including timely issuing of invoices and inputting of key project information into databases and trackers.
- Contribute to contract review and negotiation processes.
- Independently build and maintain stakeholder relationships and act as a key contact for relevant projects.

- Independently lead on presentations and webinars for external stakeholders.
- Liaise and work closely with the Communications team to ensure the content of the RSPH website pages regarding the projects are up to date and in line with the requirements of the commissioner.
- Manage project-related enquiries and work across the team to support requests.
- Provide general administrative support.
- Undertake any other activities reasonably required by the business and agreed by the Deputy CEO.

Skills, knowledge and abilities

- Stakeholder management
- Project management
- Keen to learn
- Strong analytical skills
- Research governance knowledge
- Data analysis, processing and management
- Ability to multitask
- Excellent writing skills
- Experience with qualitative and quantitative data analysis

Desirable skills and knowledge

- Experience with evaluation frameworks
- Experience analysing public health interventions
- Experience writing evaluation reports
- A degree in Social Research, Social Sciences, public health or a related field