

Role Title: Research and Evaluation Officer	Service Area: Location: 4 Sefton Grove, Aigburth, Liverpool, L17 8XB
Reports To: Managing Director	Salary: £12,205-£13,396 inc National Insurance, Tax and Pension
Funded by the National Lottery through the Big Lottery Fund” until Feb 2020	Hours: 20 hours per week Annual Leave: 14 days per annum

Context:

Healthiness Ltd is at a turning point in its development- as it looks to re-design its services in line with the current Healthy Liverpool -Physical Activity Engagement strategy, and Exercise Referral Programs. This will involve recruiting, training and deploying additional staff and volunteers to support and updated approach that will ensure that vulnerable groups are improving their overall health and well-being, and reducing community health inequalities.

The Healthiness project works with Older Adults and Adults experiencing Mental ill-health, and substance and alcohol addiction in order to empower them to obtain healthier lifestyles through the provision of physical activity and health education sessions at an inclusive community level.

Core Purpose of Role:

- To assist the Directors in evaluation of the provision and delivery of quality physical activity and health education programmes for vulnerable adult groups within Liverpool.
- To assist the Directors in the daily organization of evaluation and research development programs.
- To internally evaluate the effectiveness of the healthiness.ltd
- To engage with existing and potential beneficiaries to evaluate physical activity and health education in the community.
- To engage with key organisations including the NHS, Mersey Care, CCG and Liverpool City Council, and identify and share best practice for monitoring and evaluating physical outcomes.

JOB DESCRIPTION

Main Responsibilities

What will the person specifications for the project –

- Systematically evaluate the project in order to capture and share learning with organisations and the Big Lottery Fund.
- Capture evaluation through interviews and focus groups with beneficiaries
- Writing of professional evaluation reports, pre and post projects.
- Capture data from the Warwickshire Edinburgh Well Being Scale (WEMBS) to measure changes in physical activity levels and overall well-being.
- Ensure beneficiaries complete pre exercise delivery then every 12 weeks. If the program is only for a duration of 6/12 weeks then we measure pre and post exercise intervention.
- Interview at quarterly focus groups to rate delivered project activities and utilise participants feedback information to continually deliver the projects wanted.
- Evaluate the physiological changes utilising the Wright Foundation Exercise Referral Evaluation tools
- Complete end of year evaluation report for all funders
- Management of the contact details for all referrals coming to the program ensuring that the beneficiary is evaluated using the (WEMBS) and baseline measurement tools required by medical practitioners.
- Manage the report and evaluation process and report to partner organisation on project outcomes
- Input and manage data monitoring and evaluation.

Key Accountabilities:

- Monitor the range of sessions that service users are being empowered to access; and assess and research what opportunities they would like to see in their communities.
- Work with the Healthiness team leading on local networks to enable them to address the non-specialised needs of vulnerable adults at neighbourhood level.
- Maintain accurate, effective day to day administration of the research and evaluation monitoring forms.
- Complete timely reports for Healthiness.Ltd, and Reaching Communities fund.
- Research and identify ways to comply with national and local best practice for exercise delivery in the community

Other Accountabilities:

- Support the ethos of Healthiness by maximising engagement with activities and tasks that promote the adoption of healthy lifestyles for vulnerable groups.
- Report and advise on innovative and individually-focused solutions to respond to the changing needs of service users.
- The ability to work both autonomously and as part of a team.
- Contribute to research fundraising initiatives to meet the challenges faced by Healthiness and our service users; supporting the organisation to move from grant provided services to offering charged-for services using the principles and values of a sustainable social business model.
- Undertake other duties as required to support the smooth functioning of Healthiness Ltd in keeping with the overall grading and general responsibilities of the post.

PERSON SPECIFICATION

Abilities:

- Excellent verbal, numeracy and written communication skills; able to write concise, accurate and timely reports and casework notes.
- The ability to establish a rapport with service users in an authentic manner.
- Excellent interpersonal skills with the ability to collate information from program beneficiaries
- First class interpersonal skills to build close working relationships with colleagues. Presentable, friendly and confident with an approachable manner.
- Ability to use IT systems including all monitoring programmes effectively.
- Ability to utilise Qualitative and Quantitative measuring tools.
- Ability to manage their workload and prioritise job requirements
- Methodical with a meticulous approach to work with excellent attention to detail skills.
- A flexible approach to service delivery and working hours; reliability and good timekeeping, available for occasional working across weekends and evenings to suit the needs of the service and service users.
- To travel around South Liverpool in a timely manner.
- To deal with a variety of challenging situations in a calm and sensitive manner.
- A current Enhanced Criminal Records Bureau assessment
- The importance of maintaining client confidentiality and ensuring all information is handled in a sensitive manner under the Data Protection Act (1998).
- An in-depth knowledge of Equal Opportunities according to policy and its role in relation to equality and diversity within employment and working with service users
- Full Driving Licence and transport
- Excellent research, analysis, interpretation and evaluations skills

Experience:

- Experience of writing reports.
- Experience of working with health and well-being evaluation methods
- Experience of Administrative Work
- Experience of administering contact with prime organisations and working within the third, public or social sectors.
- Telephone-based or face-to-face assessment
- Experience of collating and monitoring evaluation data
- Experience of working in evaluation development and research

Qualifications/Knowledge :**Essential:**

- Knowledge of research methodologies and familiarity with databases and other research tools
- Knowledge of a range of typical IT tools including database, word processing, email, spreadsheet applications and monitoring tools such as SPSS.
- A level/BTEC equivalent in literacy, maths or computer skills
- NVQ 3/A-Levels or equivalent/ or relevant work experience in area of research and evaluation
- Evidence of ability to analyse processes and procedures, and advise on improvements
- Evidence of ability to solve problems using initiative and creativity; identify and propose practical solutions and to resolve problems where there are a range of potential options available
- Evidence of applying a mixed methods approach for collating and monitoring information

Desirable

- Degree or equivalent, in Research and Evaluation,
- Degree or equivalent, in Exercise Science,
- Keen interest in physical activity and social science
- Knowledge and experience of utilising monitoring and evaluation needs according to funding protocols.

APPLICATION FORM

Please return this application form to :

Ms Arrowsmith, Healthiness Ltd, 4 Sefton Grove, Aigburth, L17 8XB
Tel: 0151 728 8874 e-mail : info@healthinessltd.co.uk

*Please complete all sections clearly in black ink or type, using additional sheets if required.
Please enclose your CV with this application*

All information will be treated as strictly confidential.

POSITION APPLIED FOR: Research and Evaluatin Officer

1. Personal information	
Surname	Mr / Mrs / Miss / Ms / Other:
First name(s)	
Home address	
Phone (home)	Phone (work)
Mobile phone no.	E-Mail Address:
May we contact you at work if necessary YES/NO (delete one)	
Car owner/driver	
Do you have a clean current full driving licence valid in the UK? YES/NO	
Are you a car or van owner? YES/NO	
Where did you see this job advertisement?	

ASYLUM AND IMMIGRATION ACT 1996

Under the terms of the Asylum and Immigration Act 1996, Healthiness Ltd can only employ people who are entitled to work in the UK. In observing this Act, Healthiness Ltd will need to see a document which confirms this entitlement before employment starts. It would also be helpful if you confirm entitlement at this stage.

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS ORDER 1975)

Due to the nature of the post holder's duties for which you are applying, Healthiness Ltd is of the opinion that the post is exempt from the Rehabilitation of Offenders Act which means that applicants are required to declare any past spent and unspent criminal convictions.

Do you have any criminal convictions? Yes No **(please indicate)**

Please give details of any convictions for criminal offences which occurred within the previous 5 years and where the conviction is not yet spent under the terms of the Rehabilitation of Offenders Act. Please also include those that may be "spent" that fall within the following categories:

- a) offences of a sexual nature
- b) offences involving minors under the age of 18
- c) drug trafficking
- d) theft, burglary, fraud or similar offences
- e) offences which involved the use of threat or violence

Please provide this information on a separate sheet and envelope and attach it to your application form. This will be returned to you unopened in the event that you are not considered for appointment for the post.

This post is also subject to a relevant Disclosure by the Criminal Records Bureau. A conviction will not necessarily be a bar to employment. Healthiness Ltd follows the Criminal Records Bureau Code of Practice.

I confirm that I am entitled to work in the UK

Is there anything concerning your medical history that is relevant to your application?	
How many days have you been absent due to illness in the last 2 years?	
Please give details of any individual periods of sickness absence of more than 5 days' duration in the past 2 years	
Reason(s) for above sickness absence	
Do you have a disability which will Require special provision at interview or if you are offered the post? If yes, please give further details:	YES <input type="checkbox"/> NO <input type="checkbox"/>

2. Present or most recent work**Name of employer****Brief description of organisation****Address****Postcode****Phone****Position held****Date of appointment****Date of termination****Reason for leaving****Salary + benefits****To whom do you or did you report?****If employed, what period of notice are you required to give?****Brief description of duties**

3. Employment History

Please give details of all employment undertaken, including voluntary work and holiday jobs lasting more than one month. Start with the most recent job and account for any breaks in employment or voluntary work

Dates of period of employment	Name and address of employer	Details of post held, duties undertaken & reason for leaving

4. Education and Training

Please list any education and/or training you have undertaken, including part-time and in-service training.

Dates of period of study	Name of school, college or training organisation	Details of course and qualifications gained

Are you currently studying **YES/NO**

If yes:

College

Course

Qualification

Expected completion day

Professional or other Qualifications:

5. Supporting statement

In this section we would like you to say why you are interested in this position. Please read each section of the person specification and describe the skills and experience which you could bring to each part of the job from either your working or personal life.

Continue on another sheet if necessary

6. Additional information

This is an opportunity for you to draw attention to aspects of your work, voluntary activities, interests, public duties etc. which you feel have not been covered elsewhere on this form.

7. References

Please give the names and addresses of two referees, one of whom should be your present or immediate past employer or in the case of school/college leavers, the Head of your last school or Head of department/Tutor of your college.

Please tick the box provided if you do not wish us to contact your referee(s) before interview.

Name:	Name:
Position (Job Title):	Position (Job Title):
Work Relationship (if applicable):	Work Relationship (if applicable):
Organisation:	Organisation:
Address:	Address:
Tel. No:	Tel. No:
E-mail:	E-mail:

I declare to the best of my knowledge and belief, the information I have given in applying for this position is true and accurate. I understand that if it is subsequently found that any information is false or misleading, my employment may be terminated without notice.

Signed **Date**