

Fair Education Alliance

Impact and Evaluation Manager

About the Fair Education Alliance

The Fair Education Alliance (FEA) unites nearly 300 member organisations under a shared vision that no child's educational success is limited by their socio-economic background.

Our members (charities and social enterprises, think tanks, businesses and foundations, unions, universities and schools) are working collectively to create an inclusive education system.

We do this through:

1. **Building a unified collective mission for vision and action:** We help the sector speak with one voice for the benefit of disadvantaged children and young people. We do this through developing joint responses, inputting into government strategy, and producing an [annual state of the nation](#) measuring inequality in education and making our recommendations for change.
2. **Connecting and coordinating actors across the ecosystem:** We bring our members together to coordinate and strengthen everyone's work. We do this through our Collective Action working groups, weekly bulletin, [Annual Summit](#) and our [Digital Membership Tools](#) – a member directory and interactive ecosystem map – which help members to collaborate and target their work.
3. **Diversifying leadership of the collective agenda:** We believe our work must include and reflect the people it seeks to serve. Young people are crucial to this. We work with our [Youth Steering Group](#) to influence the system and policy change they want to see, and we build the capacity of the education sector to improve their youth engagement practice.
4. **Promoting systemic and need-based scaling strategies:** We run two Awards to nurture new ideas and scale impactful solutions to address inequality in education. The Awards provide our portfolio of [Award Winners](#) with salary and intensive support to develop, test and scale their initiatives to the areas of greatest need.

Why we need you

Impact is at the heart of the FEA's work to address educational inequality, and it is a great time to join our team. As Impact & Evaluation Manager you will be part of a growing team focused on building insight within the FEA, with our nearly 300 members and with the wider education sector. You will develop and implement evaluation approaches, analyse data and help the team to apply learning and improve our outcomes. You will support our inspiring cohort of Award Winners with their impact practice. You will help us share our collective achievements and learning with our members, funders, policymakers and other key stakeholders. In all of this you will balance the technical and strategic aspects of impact measurement, making sure that we remain focused on our vision that no child's educational success is limited by their socio-economic background.

What we are asking of you

Understand the FEA and our progress towards our outcomes

- You will work with our Director of Operations & Impact and our Impact & Evaluation Coordinator to ensure the gathering and use of data across FEA activities builds understanding of our performance and impact.
- You will support the team to set goals and targets and design quantitative and qualitative data collection approaches and tools.
- You will help the team to analyse data and evaluate their work.
- You will review, synthesise and communicate effectively and confidently about the impact of our work, including implications for activity design and future evaluation approaches.
- You will manage and write reports about our activities, outcomes and learning. This includes quarterly reports (for the team, Board of Trustees and Steering Group), our Annual Impact Report (publicly available) and associated funder reporting.
- You will develop the team's confidence and skills around data, evaluation and reporting through training sessions, adhoc support and feedback.

Understand FEA members and sector stakeholders and their engagement with the FEA

- You will implement and improve our systems and processes for gathering and analysing information about our nearly 300 member organisations and key sector stakeholders.
- You will analyse, synthesise and communicate information about our members with the team so that we can use that information to shape our activities and improve member experience.
- *We use Salesforce to manage information about FEA members and other key stakeholders as well as tracking and reporting on member engagement in different FEA activities.*

Develop the impact measurement skills of our [Scaling Impact](#) Award Winners

- *The Fair Education Alliance currently supports 13 diverse education interventions to pilot, become established and scale through our Awards. Impact measurement skill development is a critical element of our support, from developing effective problem research, to embedding an organisational Theory of Change and measuring feedback and outcomes.*
- You will deliver the impact measurement components of our curriculum to six of our Award Winners. This is a series of training sessions about theory of change, evaluation and reporting. These session plans already exist and have been delivered successfully for 6+ years.
- You will provide Award Winners with adhoc impact measurement advice through 1:1s or small group sessions.

About you

Essential skills and experience

Evaluation and impact measurement

- Knowledge and experience of evaluation and impact management techniques for measuring social impact
- Ability to design and implement qualitative and quantitative research tools
- Strong analytical skills with the ability to collect, organise and analyse information with attention to detail and accuracy
- Ability to interpret data sets and extract actionable insights
- Knowledge and use of CRM or database systems (Salesforce or similar)
- Advanced knowledge and use of Microsoft Excel, Microsoft Word, Microsoft PowerPoint
- Understanding of ethical research practices

Project management

- Ability to plan and manage multiple, overlapping projects and activities with different team members
- Excellent organisational skills, including the ability to prioritise effectively

Relationship management

- Ability to build and manage relationships with stakeholders at all levels, ensuring that it is results focused
- Experience of working in an advisory capacity to improve impact measurement practice
- Ability to develop objectives with teams and individuals and monitor progress

Communication

- Ability to convey complex information in an accessible manner
- Strong written communication skills and ability to produce visually engaging and clearly written reports for various audiences e.g. colleagues, Board of Trustees, funders, public.
- Strong verbal communication skills and ability to present information in meetings and training sessions
- Experience designing learning experiences, facilitating group workshops and coaching individuals

Desirable (but not essential) skills and experience

Technical knowledge

- Experience of using Salesforce
- Familiarity with Department for Education datasets
- Experience conducting analysis of large datasets
- Experience of using research/data software such as Nvivo, SPSS, Power BI, R

Knowing the sector

- Understanding of issues in education and inequality in education
- Experience of working with educational initiatives looking to improve the chances of children and young people from low socioeconomic backgrounds
- Experience or knowledge of working in or with a social enterprise

Diversity and inclusion

We are committed to recruiting a workforce that reflects the population and will prioritise applications from historically underrepresented people, including from black and minority ethnic backgrounds, LGBTQ+ people, people with disabilities, those from working class backgrounds, and people who have experienced other forms of exclusion or marginalisation.

We want to cultivate a fair and inclusive environment, where everyone can be themselves and thrive. We have tried to make this recruitment process as accessible as possible but know that there might be more that we can do, particularly if you have experienced exclusion, disadvantage or discrimination, or if you have particular accessibility needs.

We would be happy to provide further support that you may require - please get in touch with us via recruitment@faireducation.org.uk if you would like to discuss with us.

We kindly ask you to complete our [Equal Opportunities Form](#) to make sure we can continue to be as fair and inclusive as possible. All responses are optional and anonymous.

Terms and Conditions

Contract: Permanent

Hours: 37.5 per week. We are open to proposals for 0.8 FTE.

Annual salary: £40-£42k

Reports to: Rachel Tait, Director of Operations and Impact

Holidays: 27 days per year, plus eight bank holidays. The FEA also shuts between 25 - 31 December, and that does not count towards your 27 days of Annual Leave.

Location: Hybrid, with a minimum of one day per week working from our London office and/or with members (e.g. at their offices or events). Some nationwide travel expected for events and conferences (expenses covered for events outside London). After passing probation, up to six weeks 'super remote' working per year, where you can work anywhere in the world as long as you're online for four hours of the UK workday.

Benefits: Comprehensive pension scheme (up to 6% employer contribution), private healthcare package, and professional development budget for all employees, plus a funded place on [Big 8 leadership](#) training.

Right to work: All applicants must have the right to work in the UK.

How to apply

Please send a cover note and CV to recruitment@faireducation.org.uk **with the subject line 'Application - Impact and Evaluation Manager'**. Your cover note should address the following points and be no longer than two A4 pages:

1. Why do you want to be part of the Fair Education Alliance Secretariat team?
2. Give examples of how you meet the skills and experience set out in this Job Description.
3. We kindly ask you to complete our [Equal Opportunities Form](#) to make sure we can continue to be as fair and inclusive as possible. All responses are optional and anonymous.

Application deadline: 8am on Monday 19th February 2024.

The interview process will take place in two rounds:

- **First-round interview – Wednesday 28th or Thursday 29th February.** This will be an online interview including a task.
- **Second-round interviews – Wednesday 6th March:** This will be an in-person interview at our office in Victoria, London. You will be asked to prepare a task in advance of this interview.

Please flag if you are not available on these dates as part of your application email.

If you have any questions, please [get in touch](#).