

CPC475 - Monitoring and Evaluation Manager

Location	London or Milton Keynes
Reporting to	Director of Business Performance
Working hours	Full time
Contract type/duration	Permanent
Equal Opportunities	We are an equal opportunities employer and commitment to this process will be expected.
Date written	September 2021
Closing date	8 th October 2021

Purpose of the Role

You will be responsible for leading the Monitoring and Evaluation process for CPCs activities. As a recipient of significant funding, CPC is required to demonstrate the Impact it leverages from its funding and activities. In support of this, CPC will be launching a refreshed Evaluation Framework from April 2022 and this role will be crucial in embedding Monitoring throughout the lifecycle of CPCs projects and activities. This is a unique opportunity to join a newly created team focusing on articulating the Impact that the Catapult is generating through the collection and analysis of Monitoring data collected. You will collaborate with colleagues in the Appraisal team and external consultants to produce formal Evaluation reports and analysis on an annual basis.

Key Responsibilities

- Lead the implementation of CPCs Evaluation Framework, working with colleagues to align processes and systems to gather the evidence and data to inform Monitoring and Evaluation.
- Act as an internal ambassador for Monitoring and Evaluation, proactively helping colleagues to understand its importance and the role they play in supporting CPC to demonstrate return on investment.
- Support colleagues to articulate and map the Outputs and Outcomes expected from their activities from inception of an idea/ project through to closure – aligning to CPCs Logic Model and Strategic Objectives.
- Analyse Outputs and Outcomes data to provide insights into the most impactful activities/ projects CPC is delivering to inform prioritisation decisions on how funding should be invested.
- Develop and strengthen the body of evidence relating to the Outputs and

Outcomes of CPCs activities, identifying evidence-based lessons about what is working well (and less well) to inform improvements to data collection method and processes.

- Turn analysis into compelling Impact case studies supported by robust evidence that has been audited and validated externally wherever possible.
- Work with Portfolio Managers to support the Monitoring of Strategic Accounts and quarterly reporting of the Outcomes from projects in delivery.
- Support the annual planning process, taking a leading role in developing CPCs Outputs and Outcomes Proposal to its primary funder.
- You may be required to undertake any other reasonable duties to support the Catapult in achieving its strategic outcomes and ensure effective business operations.

Required Skills and Experience

Essentials;

- Relevant qualifications and experience in Monitoring and Evaluation.
- Strong understanding of evaluation best practice as captured by HMT's Magenta Book and experience of developing evaluation plans.
- Ability to support colleagues to understand and buy into the merits of Monitoring and Evaluation, translating what is required to colleagues on a non-technical level.
- Experience of using qualitative and quantitative data to demonstrate the Impact from activities and projects.
- Expertise in the development of metrics to support Impact Evaluation.
- Experience of commissioning external Evaluations and embedding arising learning.
- Ability to write reports and communicate Outcomes in an interesting and compelling way using a variety of formats.
- Strong analytical, problem solving, collaboration and technical skills.
- Attention to detail is a must.
- Self-motivation and ability to work without intense supervision.

Desirable:

- Previous experience of working in a Grant recipient organisation.

To apply for this role please email us on jobs@cp.catapult.org.uk with your CV and covering letter attached quoting the ref: **CPC475**