



RESEARCH AND EVALUATION OFFICER

PREPARING FOR LIFE

Job Title	Research and Evaluation Officer, Preparing For Life Programme
Location	Preparing For Life, Northside Partnership, Darndale Belcamp Village Centre, Darndale, D 17
Salary	€32,182 - €49,007 (point of scale dependent on experience)
Reports to	Preparing for Life Programme Manager
Purpose of Role	Building on the strong history of rigorous evaluation of the Preparing for Life Programme, and working in line with Northside Partnership Code of Conduct, Policies and Procedures, the Research and Evaluation Officer will assist in the internal research and evaluation activities of the PFL programme including data collection, entry and analysis.
Data Management and Analysis	<ul style="list-style-type: none"> • Assist in the collection, collation, data entry, coding, sampling and analysis of qualitative and quantitative data for a variety of interventions across the PFL Programme. • Gather information, statistics and prepare reports as required, including administration and maintenance of databases as appropriate to the role • Work closely with the Programme Manager, PFL Team and NSP Operations Manager to support the development and management of a Client Record Management System • Support the PFL Team to maintain case files and complete reports as required by the programme or evaluators in line with Freedom of Information guidelines.
Reporting	<ul style="list-style-type: none"> • Support the PFL Team in the development of reporting templates for area and national reports • To support the team in producing any necessary programme publicity materials and information to key stakeholders, on both a regular and planned individual response basis • To manage all communications and requests with regard to information on data and outcome measures for the project.
Support and Administration	<ul style="list-style-type: none"> • Ensure close collaboration with other programmes throughout Northside Partnership to ensure partnership approach across a range of interventions. • Liaise with key stakeholders including; PFL Board Sub Group, Tusla and any other statutory, community and voluntary bodies in relation to research activities • Provide other appropriate research activities as needed
Other	<ul style="list-style-type: none"> • Ensure confidentiality is adhered to at all times in relation to information on children, families, staff and all other matters within the project • Liaise and collaborate with other project personnel and personnel from other agencies as appropriate. • Participate and contribute to team meetings as appropriate. • Performing any other duties assigned from time to time by the line manager.

Person Specification	
<p>Candidates are encouraged to apply for this role with the requirement that they can demonstrate both the relevance of their skills and experience. It is likely that the person appointed will demonstrate a genuine commitment to Northside Partnership's ethos and vision. NSP is committed to implementing an Advantaged Thinking approach which focuses on identifying, developing and investing in skills, capabilities and assets of the people we work with. The successful candidate will ideally have the skills and attributes as detailed below.</p>	
Qualifications	<ul style="list-style-type: none"> • Master's Degree (level 9) in Psychology, Social Work, Health, Economics, Education, or related discipline.
Essential Experience / Knowledge	<ul style="list-style-type: none"> • Excellent statistical analysis skills • Excellent IT skills in Ms Excel, Ms Word, SPSS and other research packages • Excellent administrative and organisation skills with attention to detail • Effective communication skills including report writing and presentation skills
Desirable Experience / Knowledge	<ul style="list-style-type: none"> • At least two years' experience in a research and/or evaluation role, ideally with experience in both quantitative and qualitative research methods. • Ability to build strong working relationships with both internal and external stakeholders
Personal Skills	<ul style="list-style-type: none"> • The ideal candidate will be a self-starter, have initiative, be highly motivated, be well organised, be a good team player • Good communication skills and an ability to build good relations and liaise effectively with other agencies. • He/she will have the capacity to reflect on his/her practice and accept his/her limitations. • He/she will be open to accepting feedback and coaching support on an ongoing basis. • He/she will have the ability to set reasonable goals and the capacity to identify and build on positive changes however small.