
HEAD OF RESEARCH & EVALUATION

Recruitment Pack



The Institute for
Research in Schools

www.researchinschools.org

Head of Research & Evaluation

Recruitment Pack - June 2022

Role: Head of Research & Evaluation

Responsible to: Director

Working hours: 37.5 hours per week (part time possible initially if required)

Location: Home-based with regular travel throughout the UK, particularly to London and the Midlands

Benefits: c.£45,813 pa + 10% pension + 30 days leave

The Institute for Research in Schools is seeking to appoint a new Head of Research & Evaluation to lead research, evaluation and learning from our work with students, teachers and our wider network across the UK.

Under the management of the Director, the Head of Research and Evaluation will drive our research and evaluation practice forward, improving its efficiency and effectiveness, helping us to build a better understanding of our impact, which will inform the development of our work.

The Head of Research & Evaluation will work closely with colleagues and external partners, including schools and institutions of higher education, designing our systems thoughtfully whilst maintaining momentum. The ideal candidate will be skilled in multiple stakeholder management, have demonstrable ability to implement and improve evaluation and learning for complex programs and carry out high quality research leading to publication.

Key internal relationships for this role will be:

- Deputy Director: monitoring, evaluation and reporting on the impact of our Research & Innovation Framework with school partners.
- Director of Finance & Operations: development of our information management and reporting systems.
- Head of Engagement: monitoring, evaluation and reporting on the impact of our school engagement and student research project work.
- Communications Manager: to inform the delivery of our annual impact report in support of the Institute's communications strategy and overall accountability.

The Head of Research and Evaluation will also be responsible for managing the Institute's Evaluation Lead.



The right candidate will be passionate about social mobility and have the desire to capture talent and break down barriers that impact young people, particularly those from underrepresented groups, in STEM. The Head of Research & Evaluation will play a leading role in ensuring that IRIS is able to develop the next generation so that they have good career opportunities in STEM and can contribute to establishing the UK as a ‘science superpower’.

This is an exciting time to be joining IRIS. After a period of sustained growth and development we are on the verge of moving into a position where we will be able to influence and inform practice and policy across the UK, reaching many thousands of young people. This role will be central to helping us achieve our mission in the coming years.

We are keen to recruit from as wide a talent pool as possible, in terms of both personal and professional background. We welcome applications from any individuals regardless of age, sex, disability, ethnicity, gender or personal circumstances.

About IRIS

The Institute for Research in Schools (IRIS) was founded on the belief that young people have the capacity to change the world. If their education empowers them with the right tools, school-aged students can contribute to the community of scientific research right now.

Despite the evolution of IRIS over the last few years, this founding belief continues to be central to what we do. Our mission is to change the culture in UK education so that authentic research and innovation is part of every young person’s experience. We do this by:

- Creating opportunities for students to participate in cutting-edge STEM research and collaborate with leading universities and institutions while still at school
- Evidencing the impact of students carrying out research while still at school
- Facilitating a research culture by influencing and demonstrating best practice of STEM research and innovation in schools.

As a charity, everything we do is driven by our moral purpose; to capture talent and break down barriers that impact underrepresented young people in STEM.

How to apply

We are inviting application via submission of an up-to-date Curriculum Vitae along with a letter of application. Each should be no longer than 3 sides of A4 with a font size no smaller than 11pt. All applications should be accompanied by a completed Diversity Monitoring form.



Applications should address:

- Why the candidate wishes to take on this role.
- What they can bring to the post.
- How they meet the criteria as stated in the job description and person specification.

If you wish to have an informal conversation about the role prior to applying, please contact Jo Foster, Director by email at info@researchinschools.org ensuring that the subject of your email is 'Head of Research and Evaluation.'

The key dates to note for the recruitment process:

- **6th July 2022:** Deadline for applications, which should be emailed to info@researchinschools.org with the subject heading IRIS – Head of Research & Evaluation.
- **8th July 2022:** Candidates will be notified of their invitation to interview. If you have not received an invitation to interview by this date you should assume that you have not been shortlisted.
- **12th July 2022:** formal interviews for all shortlisted candidates which will take place in London.

Please note that all candidates must have the right to live and work in the UK. The successful candidate will be employed under UK law. Appointment will be contingent on a satisfactory Enhanced DBS check.



Job Description	Head of Research & Evaluation
Responsible to	Director
Working hours	37.5 hours per week
Location	Home-based with regular travel throughout the UK
Benefits	c.£45,813 pa + 10% pension + 30 days leave
Purpose of the Job:	
Under the direction of the Director, lead IRIS' development and implementation of research and evaluation on the impact of our work in schools and on students. This will include working closely with colleagues; developing new approaches to monitoring, evaluation and reporting; work across our network of partners; supporting the development of effective systems of information management; supporting the delivery of the Institute's communications strategy.	
Main Duties	
<p>Management and Leadership</p> <ul style="list-style-type: none"> • Work with the Evaluation Lead to set annual operational plans and standard procedures which set out how IRIS will collect, collate and evaluate impact against IRIS' objectives. • Ensure that all activities are delivered in line with operational plans. • Manage the Evaluation Lead, following the policies of the Institute, via one-to-one meetings, regular meetings, etc., ensuring that they feel valued and able to work effectively. • Ensure that there are clear lines of accountability and responsibility which foster and maintain effective working relationships. • Provide support for the continued professional development of the Evaluation Lead in line with policy and strategic priorities. • Ensure that effective communications are maintained with colleagues and external partners to ensure plans are implemented, monitored and reported. • Oversee the commissioning and effective delivery of external programme evaluation partner support 	



Research & Evaluation

- Lead on innovative research, evaluation and learning across the charity in furtherance of IRIS' strategic objectives.
- Develop collaborations with other research and educational institutions to maximise impact, both utilising internal/external data and our growing school networks.
- Ensure that evaluation activity at project and programme level meets our strategic objectives, and is equitable and inclusive.
- Work closely with colleagues to improve the fit of evaluation designs with our internal and external evidence needs, and the use of insights for both decision making and external communications.
- Provide strategic and technical support to evaluations.
- Champion a culture of learning, reflection and evidence-based decision making.
- Lead the implementation of internal data collection systems and approaches.
- Synthesise reports for the Directors summarising the latest research on areas of interest
- Support the Head of Engagement in developing our Original Research offer and student publication routes
- Write articles and papers and publish research on the work of IRIS
- Represent IRIS and our work at conferences, in key policy forums and support the Directors to increase the public profile of the charity.
- Provide thought leadership across the institute including through regular articles, blogs, peer-reviewed journals, research reports, evidence reviews, and podcasts.

Monitoring & Evaluation

- Support the ongoing review and development of monitoring and evaluation.
- Ensure that monitoring information is collected and collated, working with the School Engagement Leads and the Evaluation Lead.
- Work closely with the Evaluation Lead and Directors on the continued development of the Institute's monitoring and evaluation framework to ensure continued learning and improvement of services.

Conference Evaluation

- Liaise with the Evaluation Lead on the planning and delivery of conference evaluation.

Communications

- Work with the communications team to produce the annual Impact Report.
- Act as an ambassador for the Institute, networking to support the development of new and existing strategic relationships.
- Support the appropriate communication of messages across about our work, helping translate complex information, scientific theory and research, into engaging communications and actions.

This is not an exhaustive list of all the duties that may need to be undertaken. It may be necessary to undertake other duties to fulfil the objectives of the charity.



Person Specification	Head of Research & Evaluation	
Criteria	Essential attributes	Assessment
Education & Qualifications	<ul style="list-style-type: none"> • Postgraduate-level qualification in a relevant discipline, preferably a PhD in a relevant area of Research and Evaluation • A high standard of written and spoken English 	Application



Experience	<ul style="list-style-type: none"> • Extensive experience of leading research and evaluation design and implementation • Experience of leading learning processes or implementing evidence-based changes to strategy or intervention delivery • Experience in relationship management • Experience of leading and managing complex projects • Expertise in synthesising and sharing complex findings which are clear, succinct and influential • Experience of commissioning and/or managing external research or evaluation partners • Demonstrable experience and / or knowledge of overseeing evidence-based evaluations and action research and an understanding of systems level change and improvement • Proven experience of evaluating services and interventions, writing reports and briefings • Experience of designing and developing data-driven solutions and quantitative data analysis techniques • Experience and / or knowledge of developing regular reporting and monitoring, including designing data definitions and use of automated reporting tools • Experience of undertaking analysis of cost and outcome data alongside evaluations • Experience of managing and engaging stakeholders, enabling them to contribute whilst managing their expectations • Proven track record in managing a team to deliver challenging targets • Experience of operational planning and management • Experience of working within a team 	Application / Interview
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<p>Knowledge</p>	<ul style="list-style-type: none"> • Knowledge of the STEM education sector and / or an understanding and commitment to the work of IRIS • Expertise in either, or both, quantitative and qualitative research methods • Expertise in developing inclusive evaluation designs in a test and learn and innovative context • Expertise in adapting evaluation methods and approach to different contexts and stages of programme development, and size/scale of projects • Expertise in synthesising and sharing complex findings which are clear, succinct and influential • Knowledge of determinants of educational improvement • Understanding of systems change principles and/or place-based intervention • Knowledge of data protection regulations and research ethics • Demonstrable expertise and ability to advise on research design • An understanding of charitable organisations • Knowledge of operational management and best practice 	<p>Application / Interview</p>
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Skills & Competences	<ul style="list-style-type: none"> • Good management skills and the ability to enthuse, motivate and develop a small team to deliver results • Ability to think strategically and to communicate effectively • Excellent operational management skills and experience • Excellent project management skills and experience • Excellent all round communication skills and relationship management abilities • Effective in both verbal and written communications. Numerate and able to interpret data and trends. • Strong IT skills with the ability to use statistical packages and advanced Excel • Ability to communicate confidently at all levels • Good organisation and time management • Ability to work from own initiative • Ability to prioritise and adapt to a flexible approach to working • Ability to maintain consistency throughout all work 	Application / Interview
Personal Attributes	<ul style="list-style-type: none"> • Multitasker accustomed to prioritising work schedules and working to tight deadlines • Willing to work at all levels and adaptable to the situation or task in hand • Personal drive, energy, integrity, adaptability and responsibility • A good team player • Ability to motivate and inspire others • Confident in a variety of different situations and able to present a calm and level-headed approach to challenges • Polite, friendly and approachable manner • Ability to promote a professional image of the Institute at all times • Ability to communicate confidently 	Interview
Other	<ul style="list-style-type: none"> • Able and willing to work outside normal office hours, including weekends • Able and willing to travel within the UK to monitor and support the Institute's work 	Application / Interview

