

## Job description

<b>Role Title</b>	<b>Evaluation Manager</b>		
<b>Directorate</b>	Business Development		
<b>Line manager</b>	Senior Evaluation Manager		
<b>New/ Existing</b>	New		
<b>Perm/ FTC</b>	Permanent	Grade 3	
<b>Job Purpose</b>	To develop and manage the Energy Saving Trust's evaluation activities in the field of sustainable energy relating to energy efficiency, renewable energy and transport activities to enable informed decision making by the organization based on independent evidence of the impact of EST Programmes and activities, identifying emission savings and recommendations for programme improvement.		
<b>Resource Management Responsibilities</b>	<b>Budget/ Equipment Accountabilities</b> Yes – evaluation budgets as agreed	<b>People (staff) Accountability</b> Yes - 1-2 people	<b>Contractor Accountability</b> Yes - Manage evaluation contractors as agreed
<b>Critical Accountabilities</b>	<p><b>This role will:</b></p> <ul style="list-style-type: none"> <li>▪ Develop and implement a work plan for the evaluation of EST delivered programmes.</li> <li>▪ Develop and implement a work plan for the evaluation of commercial programmes.</li> <li>▪ Manage and undertake the EST's evaluation work to assess the impact of sustainable energy activities ranging from infrastructure/capacity building to promotional campaigns. This includes understanding impact in terms of market transformation.</li> <li>▪ Provide support to the team on market research and evaluation methodologies including sample design, weighting and analytical techniques.</li> <li>▪ Input into business development proposals where evaluation expertise required.</li> <li>▪ Undertake a variety of ad hoc activities as required to support the overall delivery of the marketing communications strategy.</li> </ul>		
<b>Knowledge, skills, and qualifications required.</b>	<p><b>Must have:</b></p> <ul style="list-style-type: none"> <li>▪ Project management skills.</li> <li>▪ Demonstrable working knowledge and experience of evaluation and research techniques. Including process and impact evaluation, theory-based impact methods, quasi-experimental impact methods and value for money evaluation methods.</li> <li>▪ Excellent verbal, and written communication skills.</li> <li>▪ Strong interpersonal skills and good presentation skills.</li> <li>▪ Demonstrable ability to plan and prioritise work in a busy, fast-paced environment.</li> <li>▪ Analytical and numerical skills including use of Excel and R or SPSS.</li> <li>▪ Strong stakeholder management and rapport building skills.</li> <li>▪ Demonstrable assertive and dynamic personality.</li> <li>▪ Self-reliant and self-motivated.</li> </ul>		

# energy saving trust

	<ul style="list-style-type: none"><li>▪ Ability to act with integrity and to display/utilise professional standards at all times.</li><li>▪ Proven ability to deliver to timescales.</li></ul>
	<p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>▪ Knowledge of Government policy and an understanding around sustainable energy and the green economy</li><li>▪ Experience of calculating carbon and financial savings from activities.</li></ul>