

## Job Description

<b>Role Title</b>	<b>Senior Consultant – corporate impact</b>
<b>Job Family &amp; Category</b>	<b>Technical Specialists: Senior technical specialist</b>
<b>Team</b>	Insight & Evaluation
<b>Line Manager</b>	Evaluation manager
<b>New/ Existing Role</b>	New
<b>Perm/ Fixed Term</b>	Permanent
<b>Resource and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ <b>Budget/ Equipment Responsibilities:</b> as required for individual projects</li> <li>▪ <b>People Responsibilities:</b> none</li> <li>▪ <b>Contractor Responsibilities:</b> as required for individual projects</li> </ul>
<b>Job purpose</b>	Working closely with colleagues in the insight and evaluation team and across the business, you will lead on collating and reporting the impact of Energy Saving Trust against its objectives. You will also work with colleagues across the business, to identify and support the delivery of cost-effective monitoring and evaluation methodologies for new business activity. You will work in the fields of energy efficiency, low carbon heat, renewable energy and low carbon transport. A key purpose of the role will be to support Energy Saving Trust to estimate and report on the greenhouse gas emissions savings resulting from our work.
<b>Key responsibilities</b>	<p><b>Technical project delivery</b></p> <ul style="list-style-type: none"> <li>▪ Develop and implement a work plan for evaluating and reporting on Energy Saving Trust activities.</li> <li>▪ Develop methodologies for evaluating the greenhouse gas emissions savings resulting from a wide range of Energy Saving Trust support to consumers, SMEs, large public and private sector and intermediaries.</li> <li>▪ Capture and report on the overall impact of Energy Saving Trust’s activities, considering any overlap between Energy Saving Trust programmes as well as overlap with activity external to Energy Saving Trust.</li> </ul> <p><b>Knowledge sharing and collaboration</b></p> <ul style="list-style-type: none"> <li>▪ Work closely with the senior leadership team and departments across Energy Saving Trust to provide expertise on how impact can be monitored and evaluated.</li> </ul>

- Work with others in the insight and evaluation team to ensure ongoing, existing evaluations feed into Energy Saving Trust reporting.

#### **Personal development**

- Maintain and develop excellent knowledge of emerging developments in evaluation and impact assessment sector relevant to Energy Saving Trust work and mission
- A willingness to learn about and support our efforts to become a more diverse, inclusive, equitable and sustainable organisation.

#### **Impact description**

##### **Within one month, you will:**

- Learn about the range of evaluation projects our team delivers, who we work with, the methods we use, to develop your understanding of our team's responsibilities and how we work.
- Begin learning about the annual impact reporting process used to date.
- Begin learning from colleagues around the business about the projects and programmes they deliver.
- Complete induction activities to help you settle into working at Energy Saving Trust.
- With the support of your line manager, identify any learning and development opportunities to support you.

##### **Within three months, you will:**

- Take responsibility for the annual impact reporting process to be completed during financial year 2024-25, working with colleagues within insight and evaluation, and across the wider business.
- Begin to establish effective working relationships with key contacts around the business, understanding what they deliver and helping colleagues to identify cost-effective monitoring and evaluation methods for new business activity.

##### **Within six months, you will:**

- Complete most of the data capture to support the annual impact reporting process due for completion in financial year 2024-25.
- Have developed a workplan to identify any required monitoring and evaluation activity to support impact reporting for new business activity.
- Start to deliver, or specify for others to deliver, any new monitoring and evaluation activity identified in the workplan.

<p><b>Knowledge, skills and qualifications required</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Relevant professional experience, or equivalent experience that demonstrates the necessary skills and knowledge for this role.</li> <li>▪ Demonstrable knowledge and experience of designing and delivering cost-effective evaluation and research methodologies, such as theories of change, sampling plans, quantitative and qualitative research and analysis tools and techniques.</li> <li>▪ Demonstrable experience of delivering projects for internal or external clients to agreed plans and timescales.</li> <li>▪ Analytical skills including use of packages such as Excel, R or SPSS</li> <li>▪ Well-developed oral, presentation and written communication skills with the capacity to understand the audience, tailoring all forms of correspondence and documentation to meet organisational standards and expectations.</li> <li>▪ Demonstrable ability to take responsibility for own work, self-reliant and self-motivated.</li> <li>▪ Demonstrable ability to act with integrity and always display high professional standards.</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> <li>▪ Knowledge of software for visual data analysis and presentation (e.g. Power BI).</li> <li>▪ Degree qualified in a subject with relevant analytical or subject matter knowledge.</li> </ul>
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