

# Job Pack

All you need to know about working at Spark2Life.



## Introduction

We are delighted you are considering applying for a role at Spark2Life.

We are a small, dedicated team who work with young people, families, professionals, volunteers, and partners to deliver a wide range of programmes which align with our mission. We are looking for an enthusiastic person to join our team; someone committed to reduce violence affecting young people and who wants to work with likeminded people to make a difference. This information pack contains important information about the organisation, and the specific role you will be applying for. Please read it carefully.

To request this information in other formats, or if you have any queries, please contact [Recruitment@spark2life.co.uk](mailto:Recruitment@spark2life.co.uk)

## About Spark2Life

Spark2Life is a community inspired charity. We have been running programmes since 2006 and we operate in London, Kent and Buckinghamshire.

**Our mission:** To prevent harm and promote life. We strive to reduce violence affecting young people, racial disproportionality and school exclusions. We exist to help young people thrive by equipping them with the tools to successfully navigate life and increase resilience.

**How we work:** We work in schools and the community providing a wrap-around type of support to young people who are impacted by violence and criminal exploitation. We support their families and we train professionals in the sector to strengthen the support young people receive. Our programmes include: Mentoring; Casework; Detached work; Advocacy; Counselling; Awareness.

## Our Values:

### Hope

Through working together we aim to present SMART goals so those we support can reach and achieve what they do not have but need to become their best selves.

### Transformation

Offer new perspectives of thinking that influences a person's behaviour.

### Love

To offer unconditional positive regard and to show the outworking of our love through acts of service especially for those deemed less deserving due to their offending history.

### Justice

A wholistic person centred approach to justice. People may be dually convicted, but we need to make sure they are not un-fairly treated and sentenced.

### Integrity

Our action must match our words and we must speak from a place of truth and honesty seasoned with love and compassion.

### Forgiveness

Forgiveness can be hard to give and at times receive but carries so much power that when processed can lead to true freedom. If we want to receive forgiveness, we must learn to offer forgiveness.

### Wellbeing

Looking after oneself is important and rest is a necessity. Self-awareness and finding a healthylife rhythm is key to physical, emotional, and mental well-being. We seek to foster an environment that is supportive, accountable, and honest with ourselves and one another. We can only give out of what we have.

### Advocacy

We are committed to speaking up and standing up for those we represent and advocate for and with. We are passionate when it comes to fighting for racial and social justice to address issues of inequality and equity.



***“Every role at Spark2Life is critical to our mission to keep young people safe from harm and violence, including this role. Spark2Life is an inclusive employer and keen to attract diverse talent”.***

Dez Brown – CEO & Founder of Spark2Life

# Role Description

## Monitoring & Evaluation Manager

Salary range:	£40,000
Annual leave:	25 days a year plus England Bank Holidays
Hours:	37.5 hours per week
Location:	Waltham Forest
Duration:	Permanent
Reports to:	Director

## About the role

As a Monitoring & Evaluation Manager you will have an important role, providing technical expertise to ensure the right data is collected from our programmes to help us evaluate impact in the longer-term. We are dedicated to ensuring we deliver impactful projects and programmes and are committed to identifying improvements to further our potential impact.

The role will be responsible for developing and implementing frameworks, indicators, data tools, and methodologies to measure and evaluate the impact of our initiatives. This role will provide guidance on best practices in monitoring and evaluation



# Job Description

## Key Tasks and Responsibilities

- Work with programme and business development teams and our Youth Forum to support the development of programme/project specific monitoring and evaluation plans, theories of change and results frameworks.
- Lead on design and implementation of evaluations that assess organisational and specific programme/project level relevance, effectiveness, efficiency, sustainability, social and economic impact.
- Develop terms of reference for various evaluations, in consultation with internal teams, with clear purpose, objectives and evaluation questions, approach, methodology, resource requirements and work plan.
- Design evaluation approaches and methodologies, data collection instruments and analysis frameworks.
- Undertake and oversee design, collection and cleaning of data ready for analysis.
- Undertake analysis and reporting of the collected data to respond to the evaluation questions and criteria.
- Lead on writing evaluation reports, ensuring they are of high quality and suitable for target audiences.
- Present findings to internal and external audiences as required.
- Support internal teams to meaningfully report outcome and impact data.
- Facilitate learning by supporting internal managers and teams to reflect on and learn from evaluation findings.

# Job Description

## Monitoring and Evaluation

- Accurately document all client interaction on Spark2Life's case management database (ChildView), always working in line with Spark2Life's case management policy
- Work in line with GDPR, maintaining confidential service-user records of interventions and contact details in line with Spark2Life's case management policy
- Support in the collation and production of reports as requested, including ensuring that appropriate recording, monitoring and evaluation of work is completed to set deadlines
- Carry out any administrative tasks, monitoring, evaluation and reporting as required

## General Responsibilities

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Contribute to overall management and organisation development of Spark2Life by attending meetings and training as required.
- Maintain and improve competencies through continuous professional development.
- Abide by all organisational policies, codes of conduct and practices.
- Actively support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat confidentially any personal, private or sensitive information about service delivery, individual organisations, clients and staff.
- This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

# Person Specification

## Experience

Experience working with and creating dashboards and infographics

- Experience of monitoring and evaluating interventions with a focus on undertaking process evaluations, measuring outcomes and impact using a variety of methodologies and techniques.
- Excellent IT Skills, including MS suite, particularly Excel
- Previous experience working with databases and data inputting
- Knowledge of importing and exporting data
- A working understanding of GDPR
- Data visualisation, analysis and reporting, including presenting data in a variety of formats
- Excellent administrative skills, particularly in organisation, planning and prioritisation
- Ability to manage a diverse workload and multiple priorities
- Experience of supporting and facilitating others to develop logical frameworks and monitoring and evaluation plans to ensure the right monitoring data is collected.
- Ability to lead on design, delivery and implementation of monitoring and evaluation for project and programmes.
- Familiarity with handling data protection protocols, ensuring data security and ethical considerations.
- Exceptional written and oral skills, including the ability to present complex information in simplified form for non-technical audiences.

## Qualifications & Training

- The successful candidate will have a Bachelors Degree in Social Sciences, Statistics, Project Management, or a related field or a minimum of 4 years of experience in monitoring and evaluation, preferably within the non-profit or development sector.
- Strong expertise in developing M&E frameworks, indicators, and data collection methodologies is crucial, as is proficiency in data analysis tools and software (e.g., SPSS, R, Excel).

# Person Specification

## Desirable Skills and Experience

Understanding of issues faced by young people impacted by violence.

- Experience of working in charity or criminal justice or education sector.
- Experience calculating cost/benefit analysis and social return on investment.
- Experience of using statistical software.
- Understanding of issues faced by young people impacted by violence.
- Experience of working in charity or criminal justice or education sector.

## Personal Qualities

- Commitment to anti-discriminatory practices and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
- Commitment to the core values and ethos of Spark2Life which is based on Christian principles
- Willing to travel across London if required to appointments.
- Interested and motivated to further own personal development and willing to undertake training as required.

# Being part of the team

## At Spark2Life we want people to grow and succeed

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

### Stay and grow

- 25 days annual leave, plus 8 bank holidays per year
- Annual performance review with development plans
- Manage your attendance, expenses and development via easy to use online Bright HR system and app
- Discounts for services and products via Bright HR system
- Free access to counselling
- Access to Employee Assistance Programme
- Team building sessions throughout the year



## How to apply

To apply for this post, please:

- 1) download and complete an [application form](#)
- 2) attach your **cover letter**
- 3) attach your **CV**
- 4) send these via email to **Recruitment@spark2life.co.uk**

For any questions or to arrange an informal chat about this role, email the business development Director Despina Bardosi on [despina@spark2life.co.uk](mailto:despina@spark2life.co.uk)

### **Equal opportunities matter**

Spark2Life is committed to providing equal opportunities for everyone regardless of their background.

If you would like to discuss your application, or have any queries about our work, please contact [Recruitment@spark2life.co.uk](mailto:Recruitment@spark2life.co.uk).

