

Imperial Health Charity
**Impact & Evaluation
Manager (Mat Cover)**



Job Pack



**Imperial
Health
Charity**

HELPING
OUR HOSPITALS
DO MORE

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 @ImperialCharity  @charityimperial

Imperial Health Charity is a registered charity, no. 1166084

The role

Key information

Hours:

Part time - 21 hours per week

Duration:

Up to 12 months, starting August 2026.

Salary:

Band 4A, Level 1 - £35,219 (Pro Rata)
(Full-time equivalent salary £58,699)

Notice period:

10 weeks

Probation period:

6 months

Place of work:

Imperial Health Charity,
10th Floor, 5 Merchant Square
W2 1AY*

Reports to:

Head of Communications

*We have adopted a hybrid working approach, which includes a mix of office and home working on different days of the week. It is our intention to create a working environment that enables greater flexibility for everyone and at the same time maximises opportunities for collaboration. As part of this approach, the required time working in the office for this role will be no less than 1 day, which provides some flexibility to work from home.

About the role

Thank you for taking an interest in applying for this role at Imperial Health Charity.

We're looking for a creative, analytical and organised Impact & Evaluation Manager to join our team and lead on delivering our refreshed approach to measuring impact, evaluation and reporting following the launch of our new strategy.

You'll work alongside our SMT, teams across the charity, and colleagues at the Trust to provide guidance and support in all aspects of monitoring and evaluation, ensuring we're able to demonstrate how we're delivering against our strategic objectives, and how we're delivering impact for the patients and NHS staff at our hospitals.

As well as ensuring we're set up with the tools and systems we need for success in evaluating our strategy, you'll provide day-to-day support and advice for teams in evaluating the impact of their work, sourcing data to evidence this impact, and presenting this information in the most engaging way possible for our various stakeholders and supporters.

This is an important role at a critical time for the charity, so we're looking for someone who can bring a fresh perspective on impact and evaluation to support us as we prepare to make an even bigger difference through our strategy.

Safeguarding

At Imperial Health Charity we are committed to the safeguarding and protection of children and adults at risk in our work. We will do everything possible to ensure that only those who are suitable to work with these vulnerable groups are recruited to work for us. This post is subject to a range of vetting checks, including a criminal records disclosure.

Main duties



MAIN DUTIES AND RESPONSIBILITIES

1. Overarching approach to monitoring and evaluation for Imperial Health Charity

In this role you will:

- Support our SMT and teams across the Charity, ensuring we have the tools and systems in place to successfully monitor and report against our impact following the introduction of our strategy
- Take ownership of our systems and processes to ensure they remain fit for purpose, making recommendations where needed to improve our monitoring and evaluation capabilities
- Work with Charity teams to co-create and maintain measurement diagrams for evaluation planning (also known as a Theory of Change)
- Design measurement frameworks setting out the appropriate tools and timelines for collecting data for each team or specific projects

2. Analysing and communicating findings

In this role you will:

- Support delivering a culture of learning and data usage at Imperial Health Charity, and help teams draw conclusions from data to drive improvements.
- Develop knowledge of the various activities taking place across our Arts, Communications, Fundraising, Grants and Volunteering team to support effective monitoring and evaluation.
- Support our HR / People team in the collation, evaluation and use of staff data, including to support people-related decision making.
- Support teams in producing coherent evaluation of our community support activities, including our Compassionate Communities grants, Employability programme, and Community Arts Engagement projects.
- Make recommendations to improve cross-team working to optimise impact and evaluation.
- Analyse data from operational activities and website analytics to help teams improve the way they deliver their activities.
- Create and share dashboards to provide a comprehensive overview of our core areas of work.
- Use data visualisation techniques to professionally display statistics to internal and external stakeholders.

Main duties



- Help understand the contribution of the charity's funding to the impact created by grantees.
- Support reporting to the Board of Trustees and other appropriate Charity committees.
- Support the communication team to raise the awareness of the Charity by sharing findings externally.
- Support the fundraising team to use evaluation content in funding applications and donor reporting.

GENERAL DUTIES

- Continually review our dashboards, systems and data sources, recommending improvements to the ways we deliver insight and evaluation across the Charity.
- Provide consultative advice to teams of gathering insight and evaluation.
- Maintain accurate records for stakeholders, including communication history, adhering to our data protection obligations and records management principles.
- Take an active part in department and whole charity team meetings, contributing agenda items and undertaking assigned actions as required.
- Take an active part in and collaborate with colleagues across the charity, bringing your own experience and perspective so that we harness the value of our shared contributions.
- Participate in regular supervision, objective-setting/monitoring and actively engage in your own job-related development throughout the year.
- Champion the charity's Code of Behaviour and act as a role model, ensuring our key policies and procedures are adhered to at all times so as to protect the people we work with and our reputation.

A job description does not constitute a 'term and condition of employment'. It's provided only as a guide to assist the employee in the performance of their job. The charity is a fast-moving organisation and therefore changes in duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

Personal development

Your line manager will agree annual objectives and a personal development plan, which will include training as an essential element of the role.

The person



Qualifications and education

You will have:

- Evidence of recent continuous professional development.

Previous experience

You will have:

- Demonstrable experience of evaluating impact in the charitable funding sector.
- Experience of providing evaluation and impact advice and supporting those conducting evaluations and impact measurement.

You may also have:

- Experience of grants management, from pre-award to post-award, including advising, assessing, monitoring and evaluating grants.
- Experience of working with online grants management systems.
- Experience of working with committee members and/or trustees.
- Experience/knowledge of the current NHS charity landscape.
- Experience of working with HR / people teams, including the collection and use of sensitive or confidential information.

The person



Skills, knowledge and ability

You will have:

- Skills in creating dashboards using software such as Tableau, or Power BI
- A commitment to collaborative team work and inclusive working, ensuring quality and valuing diversity.
- The ability to give and receive feedback objectively and sensitively, with a willingness to challenge constructively.
- Demonstrable knowledge in the field of monitoring, evaluation and impact.
- Demonstrable academic understanding of quantitative and qualitative measures, and confidence in analysing and interpreting data.
- Demonstrable understanding of evaluation approaches.
- Excellent numerical, statistical and analytical skills with proven ability and experience of using these to analyse data, and write clear and concise analysis
- High level of accuracy and attention to detail.
- Excellent MS Office skills (Word, Excel, PowerPoint).
- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills and ability to build a strong rapport with colleagues and grant holders.

You may also have:

- Proven ability to influence stakeholders at all levels and present complex information.
- An understanding of the NHS or the broader health environment.

The person



Personal qualities

You will have:

- High standards of personal conduct, honesty and integrity to engage and inspire the trust and confidence of multiple stakeholders.
- A customer-focused approach, seeking to make systems, processes and information accessible and user-friendly.
- A clear-thinking, proactive and solutions-focused approach, with the ability to manage competing demands, make effective decisions, be flexible and think creatively to come up with solutions to problems.
- The ability to establish good working relationships.
- The ability to work under own initiative and operate a flexible approach.
- A collaborative and inclusive approach, being prepared to work as part of a wider team in contributing specific expertise.
- A commitment to perception of issues of equality and cultural diversity.
- The ability and motivation to deliver high-quality work with minimum supervision.
- A highly organised approach to work.
- Confidence in dealing with multiple stakeholders and competing priorities.
- A clear thinker who is proactive and solutions-focused.
- A strong team-led approach, and be willing to contribute to the efficiency of the team.
- A systematic approach to work, seeking to improve systems, processes and information.

Other requirements

You will have:

- A commitment to the values and principles upon which the NHS operates.
- The ability to work flexibly to meet the needs of the role.
- The ability to travel between hospital sites in west London.
- No envisaged barriers to obtaining DBS disclosure.

How to apply



**Visit our website
to find out more
about our current
job opportunities.**

Further details about this role, including our online application form, can be found at:

www.imperialcharity.org.uk/about-us/join-the-team

Applications for this role close at 11.30pm, Sunday 7 June. 1st interviews for this role will take place on 16th June.

Please note:

All job offers with Imperial Health Charity are subject to satisfactory pre-employment checks and references. The DBS check level required for this role is standard with adult and child workforce.

Please ensure that one of the referees you provide is your most recent employer. Professional contact details should be provided for referees where possible (i.e. company/org emails and or HR departments).

Imperial Health Charity reserves the right to close job adverts early if sufficient applications are received prior to the advertised closing date.

