

JOB DESCRIPTION

TITLE: **Community Led Engagement Outcomes
Evaluation, Infrastructure and Network Support Officer**

SALARY: £25,000 FTE 0.6 per week

CONTRACT PERIOD: To 01.06.2028 SUBJECT TO CONTINUED FUNDING

HOURS OF WORK 37.5 per week (pro rata 22.5 hours)

REPORTS TO **CLEO INFRASTRUCTURE AND PROJECT LEAD**

ROLE SUMMARY: This is an exciting opportunity to join a dynamic and vibrant charity which supports the community. The CLEO project is being funded by the National Lottery Reaching Communities Fund for 3 years. We are looking for an Evaluation, Infrastructure and Network Support Officer. They will lead on the evaluation aspects of the programme working with groups to ensure progress aligns to the development of the Community Champion Networks. They will design and complete evaluation, engagement and case studies. They will identify training requirements. They will work with the Community Coordinators to develop community priorities into actions, and they will report directly to the Infrastructure and Project Lead.

PLACE OF WORK: The principal place of work will be Ashfield Voluntary Action

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

1. To monitor the CLEO project and to record all actions on the project Gantt chart
2. To develop, plan and facilitate the Community Champion Network
3. To identify training requirements for the Community Champions to ensure effective Community Champion Networks and to report requirements in a timely manner to the Infrastructure and Project Lead
4. To report any changes to the expected project delivery timetable to the Infrastructure and Project Lead with reasons for those changes
5. To meet with the Infrastructure and Project Lead to review the timetable, progression of the project and any additional actions required
6. To write up the findings of the evaluation quarterly and present them to the Project Lead

7. To design questionnaires and other forms of engagement to ensure the required information for the National Lottery is captured from the beginning and throughout the project. These figures are to be produced as often as the Infrastructure and Project Lead requires.
8. Where required, to attend Community Champion Network events to capture them
9. To identify links between the Network and existing and new meetings and opportunities for them to link in
10. To attend supervisions and appraisals
11. To attend AVA team meetings where required
12. To adhere to all AVA's policies and procedures, including health and safety, HR, GDPR and EDI
13. To undertake a DBS check and required training
14. To be willing to attend events and meetings outside of normal working hours as necessary
15. To liaise with AVA's volunteer coordinator to recruit volunteers as Community Champions from each of the wards

GENERAL TASKS

Health & Safety

- To take reasonable care for the health and safety of him/herself and other persons who may be affected by his/her activities and where appropriate safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provisions of Health and Safety legislation.

Equal Opportunities

At Ashfield Voluntary Action, we are dedicated to fostering an inclusive environment where individuals of all backgrounds, identities, and abilities feel valued, respected, and empowered to contribute their best work.

In **addition**, the Post holder will be required to:

- Preserve confidentiality and be aware AVA's compliance with GDPR
- To assist the organisation to achieve its goals, all staff are expected to work co-operatively, contributing to the performance of other appropriate functions.
- To undertake training and development as agreed with line manager.
- To carry out any other reasonable duties within the overall function commensurate with the grading and level of the responsibilities of the post.

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|---|------------------|------------------|
| Evaluation, Infrastructure and Network Support Officer Person specification | Essential | Desirable |
| Experience of: | | |
| Developing networks | ✓ | |
| Developing evaluation methodology | ✓ | |
| Developing governance and infrastructure to help disseminate and gather information | ✓ | |
| Designing data specifically for contractual requirements | ✓ | |
| Creating relevant data for verifiable reporting | ✓ | |
| Understanding the governance of inter-related meetings | | ✓ |
| | | |
| Knowledge | | |
| How to engage with a wide variety of audiences | ✓ | |
| How to write effective reports | ✓ | |
| Data evaluation | ✓ | |
| Understanding data's role in evaluation | ✓ | |
| | | |
| Skills | | |
| Evaluation of data and information | ✓ | |
| Knowledge management | ✓ | |
| Community engagement | ✓ | |
| Risk identification | ✓ | |
| | | |
| Qualities | | |
| Logical | ✓ | |
| Flexible | ✓ | |
| Detail focussed | ✓ | |
| Encouraging | ✓ | |
| Analytical | ✓ | |
| | | |
| Other | | |
| Ability to travel across 6 wards in Kirkby, Sutton and Huthwaite | ✓ | |
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Application is by way of CV tailored to the person specification and a supporting statement. If AI is used to produce these documents, it must be clearly stated. Failure to do so may lead to a review of any appointment.

This post is subject to DBS check

Closing Date: 1st July 2025

Return to: u.key@ashfieldvoluntaryaction.org.uk with 'CLEO Recruitment EINSO' in the subject line.

Any enquiries please contact:

**Ashfield Voluntary Action, Ashfield Health and Well-Being Centre, Portland Street.
Kirkby in Ashfield, Notts. NG17 7AE Tel: 01623 555551**