

**Foundation for Women’s Health Research & Development JOB DESCRIPTION**

**Title: Research and Evaluation Officer**

**Reports to: Head of Evidence and Knowledge Management Hours of Work: 3 days a week**

**Duration: 12 months, with possibility for renewal Salary: £22,461 per annum pro rata**

# ROLE PURPOSE

FORWARD is the African women-led organisation working to end violence against women and girls. From female genital mutilation and child marriage to domestic and sexual violence, we tackle abuse and discrimination – enabling African women and girls to have the dignity, health and equality they deserve.

FORWARD is seeking an experienced **Research and Evaluation Officer** to join our evidence team. As the Research and Evaluation Officer you will work closely with the Head of Evidence and Knowledge Management to produce high quality social and policy research on issues such Female Genital Mutilation, child marriage and other forms violence against women and girls. You will also contribute to the monitoring and evaluation of FORWARD’s UK programmes. This is an exciting opportunity to grow your research skills and make a strong contribution to important research that advances the rights of African women and girls.

# Key responsibilities

# Evidence and policy research

* Contribute to the development of appropriate qualitative and quantitative research design and data collection tools.
* Carry out desk research and literature review, using a range of methods and data sources, in relation to violence against women and girls, and other gender, social and racial inequalities.
* Organise and carry out qualitative fieldwork across the UK, on sensitive topics and with women from marginalised communities.
* Contribute to the analysis of qualitative and quantitative research data, identifying key themes and findings.
* Produce high quality and varied research outputs including analysis, report writing and presentations where necessary.
* Manage day-to-day research projects, including setting timelines, coordinating with suppliers, organising interviews, and managing expenses.
* Represent the organisation by presenting research findings at conferences, webinars and/ or at FORWARD external events.
* Stay informed with policy and social debates relating to violence against women and girls, and contribute the initiation of new research opportunities

# Evaluation and knowledge management

* Manage FORWARD’s Knowledge Management databases, ensuring they are regularly and consistently updated by staff.
* Support the monitoring and evaluation reporting processes of FORWARD’s programmes, coordinating with internal teams to ensure accurate data collection and reporting.
* Provide technical support to staff on monitoring and evaluation activities when necessary – e.g. guiding them in conducting interviews, recoding data, analysing results and reporting to funders.
* Support the recruitment and commissioning of external evaluators, including drafting terms of reference, briefing and managing the quality of evaluation design and reporting.
* Contribute to internal evaluation of projects – e.g. conducting interviews, analysing data and creating short evaluation and learning reports for FORWARD staff and partners.
* Support programme staff in funding proposal writing, particularly in relation to monitoring and evaluation frameworks and methodologies.

# Other general duties

* Meet quality standards in relation to organisational policies and procedures and ensure that FORWARD maintains its positive reputation.
* Develop and maintain effective working relationships with relevant agencies, implementing partners and suppliers.
* Take all possible steps to ensure the safety and confidentiality of research participants, and ensure data is stored in line with data protection policy and legislation.
* Take active responsibility for personal development plan and progress of own learning.
* Manage junior staff such as interns or volunteers as necessary.
* Be self-servicing and work flexibly as member of the FORWARD team.

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

# Person specification

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| **Qualifications** | * Degree level qualification in social science discipline such as psychology, sociology, research, public health or a related field. * Desirable: A Postgraduate-level qualification in a relevant discipline |
| **Essential skills and experience** | * 2+ years of professional experience conducting social research or evaluations in a university, think tank, charity or consultancy setting. * Experience with designing qualitative and quantitative research tools such as discussion guides and questionnaires. * Experience of conducting robust desk research using a range of methodologies * Experience of administering qualitative in-depth interviews and moderating focus groups. * Good numeracy skills and experience of analysing quantitative data, using Excel and/or software like SPSS, STATA or R. * Ability to grasp complex concepts and policy areas and to effectively engage with them through research * A high degree of accuracy and attention to detail * Ability to communicate effectively – in writing and in person - about research findings to a range of diverse and non-specialist audiences * Strong interpersonal skills and the ability to engage with diverse audiences like journalists, academics, contractors, senior staff and funders. * Ability to work on own initiative and with flexibility as part of a team * Proficient in Microsoft Office programmes, including Excel, Word and PowerPoint |
| **Desirable skills and experience** | * Previous experience in research or evaluation, particularly in an NGOs/ development agency setting * Knowledge and understanding of monitoring and evaluation principles and techniques * Previous experience working on sensitive issues affecting the African diaspora and other minority ethnic women and girls in the UK * Ability to use statistical software programs such as R, SPSS, or Stata to analyse data |
| **Personal qualities** | * Commitment to the values and vision of FORWARD in respect to the campaign against FGM, child marriage and other forms of violence against African women and girls. * Commitment to and passion for international development through equality of opportunity and respect for cultural diversity regardless of ethnicity, age, religion and gender. |

As part of the recruitment and selection process FORWARD may undertake DBS (Disclosure & Barring Service) checks where appropriate for all individuals who will work directly with children and vulnerable adults. We are committed to welcoming people from diverse backgrounds, cultures and experiences.  FORWARD considers being female a Genuine Occupational Requirement for this post under the Equality Act 2010.