

JOB PROFILE: RESEARCH & EVALUATION MANAGER

Role:	Research & Evaluation Manager	Date profile last reviewed:	July 2025
Name:		Reports to:	Director Strategy & Impact

MAIN SUMMARY OF ROLE:

Managing and implementing research and evaluation projects, helping to ensure that the Fund's activities are informed by evidence and research, and that the Fund is capturing and maximising its impact.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- To identify, undertake, manage and commission research projects to better understand the size, shape and needs of the RAF Family and Fund business needs, producing business cases, project plans and reports as required.
- To ensure that the Fund is aware of the latest developments in external research and policies concerning the RAF Family, the Fund and the wider sector, including making recommendations in relation to the identification of trends and new developments.
- To lead, provide advice and support as necessary for the evaluation of research and other projects and activity, and undertaking evaluation activities.
- To lead on reviewing measures for capturing outcomes and impact reporting, making recommendations and implementing these as agreed.
- To manage the work and staff within the Research & Evaluation team, overseeing activity, development and training, and providing direction. Recruit, select and performance manage staff in accordance with HR Policies, seeking advice/support from HR as appropriate.
- Working with the Business Intelligence function, to support the analysis and interpretation of data as required.
- Support with business planning and strategy related activities across the organisation.
- To research potential new areas for development, including evidence of need, current support available and making recommendations for future Fund activity.
- To represent the Fund at research-related events and meetings with external organisations, as required, developing and maintaining a network of close working relationships with key stakeholders.
- To work closely with all directorates and functions across the Fund, providing information, advice and guidance in relation to research and evidence. This includes to support applications for external funding, marketing and communications.
- Designated Safeguarding Lead for the Strategy and Impact directorate
- Carry out any other duties within the scope of the job as requested by Director Strategy & Impact.

COMPETENCIES REQUIRED FOR THE ROLE	
Essential	Desirable
<ul style="list-style-type: none"> Working with People – demonstrates interest in others; adapts to the team; recognises contributions; listens, consults and communicates proactively; supports and cares for others; develops self-awareness. Presenting and Communicating Information – speaks clearly and fluently; expresses key points effectively; makes presentations with confidence; adapts to audience needs. Writing and Reporting – writes clearly and engagingly; avoids jargon; presents information logically and tailored to audience needs. Analysing – breaks data into patterns and meanings; probes for understanding; makes logical arguments; comfortable with large datasets. Learning and Researching – gathers and learns new information quickly; encourages learning and feedback; manages and shares knowledge. Delivering Results and Meeting Customer Expectations – prioritises customer needs; sets high standards; delivers work on time and to a high quality. 	<ul style="list-style-type: none"> Deciding and Initiating Action – makes prompt decisions; takes responsibility; shows initiative and confidence. Leading and Supervising – provides direction; sets standards; delegates fairly; motivates and empowers others. Relating and Networking – builds strong relationships internally and externally; manages conflict; uses humour appropriately. Persuading and Influencing – makes a strong impression; persuades and negotiates effectively; promotes ideas confidently. Creating and Innovating – generates new ideas and solutions; drives organisational improvement and change. Planning and Organising – sets clear objectives; plans well in advance; manages time and resources effectively.
QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE	
Academic or Professional Qualifications (or equivalent):	
Essential	Desirable
<ul style="list-style-type: none"> BA/BSc in a social science field or other relevant vocational field 	<ul style="list-style-type: none"> Relevant postgraduate qualification
Knowledge/ Experience:	
Essential	Desirable
<ul style="list-style-type: none"> Experience in undertaking or commissioning qualitative and quantitative research, including data collection, analysis and presentation of findings in clear and engaging ways. Experience of successfully implementing and managing the delivery of multiple projects to high standards, prioritising tasks to meet deadlines. Knowledge and experience of various data collection methods and analysis of data, including large datasets. Significant experience of working within a case management system and/or managing the evaluation of service delivery. Demonstrable knowledge of social and welfare issues affecting the serving and ex-service RAF community. Experience of collaborating and working effectively with a diverse range of colleagues, stakeholders and external contacts. Experience of supporting or managing staff, providing guidance and recognising contributions, including where staff may be temporary or working in an admin support role. 	<ul style="list-style-type: none"> Experience of working within the charity sector and/or the RAF. Experience of budget management and financial monitoring. Experience of the CARE system

Skills/Abilities:Essential

- Excellent IT knowledge, including advanced knowledge of Excel with experience of creating reports
- Advanced knowledge of various research methodologies

Desirable

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Other Requirements:

- Carry out any other duties within the scope of the job as requested by Director Strategy & Impact.
- Travel to other UK locations (as appropriate)

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

