



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Project Officer (Research and Evaluation), National Collaborative Outreach Programme (NCOP)



Salary: Grade 6 (£27,511 – £32,817 p.a. pro rata)

Reference: SESAR1227

Part-time 0.5 FTE

Fixed-term until 31 July 2021 as the post is funded through external grant.

Project Officer (Research and Evaluation) National Collaborative Outreach Programme (NCOP) Go Higher West Yorkshire (GHWY)

Do you have good research and evaluation skills? Are you passionate about making a difference and improving access to higher education? Do you want to be part of a team working on a cutting-edge Realist Evaluation Framework to help us evidence what works in Higher Education outreach?

Go Higher West Yorkshire, a consortium of 13 Higher Education Providers in West Yorkshire, is looking to appoint a researcher and evaluator to support the delivery of our OfS funded National Collaborative Outreach Programme (NCOP).

NCOP seeks to identify and address issues around progression to higher education for young people living in areas where progression is low overall, and particularly low when GCSE attainment is taken into account. Working as part of the NCOP Research and Evaluation team, and alongside academic consultants, you will contribute to the delivery of our mixed methods Realist Evaluation framework. This is an exciting opportunity to develop innovative approaches and apply a Realist evaluation methodology in the field of Widening Participation.

The post will be based in the Go Higher West Yorkshire team, located on the University of Leeds campus, but will require the holder to work on a flexible basis, including travel to alternative locations and occasional evening/weekend work.

What does the role entail?

As Project Officer (Research and Evaluation), your main duties will include:

- Working closely with the NCOP Research and Evaluation team to develop targeted reports and research outputs for the NCOP programme;
- Liaising with stakeholders across the partnership to facilitate the collection of qualitative research and evaluation data. This will include onsite visits to selected partner schools, colleges, and other settings, to carry out fieldwork (e.g. conducting focus groups and interviews);
- Working with school, college and HEP stakeholders to support their local evaluations of outreach delivery (i.e. advising on appropriate evaluative strategies for specific interventions);



- Supporting evaluation capability building across the GHWY partnership through the organisation and delivery of good practice sharing and training events and resource development;
- Producing high quality written outputs for reporting purposes, performing analysis of data and presenting findings internally;
- Working with the Research and Evaluation Manager to inform strategy and develop lines of enquiry;
- Developing smaller research and evaluation projects, including creating research briefs and working with external consultants and academic specialists;
- Conducting online and paper based feedback surveys and the administration of data received;
- Developing databases or other appropriate media to support ongoing data analysis and reporting;
- Acting as a central point of contact for the collection of evaluation and monitoring data from across all partners, with responsibility for ensuring that all data collected through research, evaluation and monitoring meets the data protection standards of the consortium lead institution;
- Supporting the dissemination of research and evaluation findings locally and nationally;
- Ensuring ethical considerations for conducting research and evaluation with children and other vulnerable people are taken into account.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Research and Evaluation Officer you will have:

- Knowledge and understanding of the ethos and purpose of the NCOP project, including insight of the development, design, delivery and monitoring of activity to support learner progression into HE;
- Experience of conducting focus groups and/or interviews;
- Excellent interpersonal and communication skills and evidence of successfully building relationships with a range of stakeholders;
- Evidence of highly developed organisational skills, with excellent attention to detail;



- Experience of leading a project and the ability to work independently and use initiative to solve problems;
- Knowledge and understanding of research and evaluation in the context of Widening Participation;
- Strong IT skills with experience of using Microsoft Office applications;
- A strong understanding of research and evaluation including ethical considerations when working with vulnerable participants including children and young people;
- An interest in Realism and/or participatory research methodologies;
- Experience of collecting, analysing and interpreting diverse qualitative datasets;
- The willingness and ability to work flexibly in line with the needs of the post, including occasional evening / weekend work and travel to locations not well-served by public transport.

You may also have:

- Experience of working with non-specialists to conduct research and/or evaluation;
- A postgraduate qualification in Social Science or other relevant field;
- Experience of applying participatory research methodologies or Realist approaches to evaluation;
- Experience of using NVivo.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Dr Anna Woodhouse, NCOP Research and Evaluation Manager (Go Higher West Yorkshire)

Tel: +44 (0)113 343 6661

Email: A.Woodhouse@leeds.ac.uk



Additional information

Find out more about our work visit www.gohigherwestyorks.ac.uk

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

