



St George's
Hospital
Charity



St George's Hospital Charity

IMPACT and EVALUATION MANAGER

Job Pack

ABOUT US



Our purpose is to support St George's Hospital and Queen Mary's Hospital to improve the experience of patients, families, staff, and the wider community served by both hospitals, beyond that achieved by routine NHS funding.

We work in partnership with St George's University Hospitals NHS Foundation Trust, St George's, University of London, and our local community to fund major improvements to hospital facilities, research and medical equipment, schemes that make a real difference to the experience patients, families, and staff, as well as projects within the community that support the reduction of health inequalities and preventable hospital admissions.

Our activity can be divided into three key areas:

Grants

We fund ideas and projects, above and beyond routine NHS funding to enable outstanding care to improve the lives of patients, their families, staff, and those in the wider community. Our grants support: Patient and family experience; staff development and welfare; research and transformation; capital projects and infrastructure; community welfare and medical equipment.

Arts

Enabling arts and culture to thrive in our hospitals provides opportunities for everyone connected with the hospital to engage in creative activities and enjoy cultural experiences. Throughout the year we work with experienced artists, cultural organisations, and our healthcare colleagues to offer a range of activities including creative workshops, live music, theatre performances and art exhibitions.

Fundraising

We generate income through a diverse range of fundraising activities including major gifts, corporate partners, trusts and foundations, legacies, and community and events.

JOB DESCRIPTION

Job Title	Impact and Evaluation Manager
Reports to	Head of Grants
Department	Grants
Salary	£40k - £45k
Hours	Full time 37.5 hours per week, part time arrangements will be considered
Job Type	2-year fixed term contract
Location	St George's Hospital, Blackshaw Road London SW17 0QT
Date	December 2021

Background to the role

St Georges Hospital Charity is an NHS charity that works across south west London supporting tens of thousands of patients, staff, and communities.

We wish to recruit an experienced **Impact and Evaluation Manager** to join our small but dynamic and growing grants team on a 2-year contract.

Our very successful Covid appeal showed the strength of affection in the community for the St George's University Hospitals NHS Foundation Trust. The support from our donors, volunteers and the close working relationship with Trust and wider community will be key to our future success.

St George's Hospital Charity makes a difference by giving grants and raising funds to improve facilities at St George's and the communities which use it. Every day, our work makes a real difference to patients, their families and friends and the staff who care for them.

We currently give grants and raise about £2m plus pa. We have an ambitious target to double both our fundraising and grant giving to £4m in the next few years.

Purpose of the role

We are driven by the desire to make a positive difference to patient care in our hospitals and to do this we need the right people to join the charity. We are currently rapidly expanding the charity, so this is an exciting time to join and make a real difference.

We are looking for a highly experienced Impact and Evaluation Manager and as this is the first time the charity has recruited for this position the successful candidate will have the opportunity to:

- make their mark by developing systems and contribute to the charity's decision making and strategy.
- lead on the monitoring and evaluation of our grants portfolio.
- work closely with the grants team which includes the Head of Grants, the Grants Officer, and the Fund Engagement Manager to demonstrate the impact of the grants we award.
- be responsible for developing and implementing an overarching evaluation framework across the charity, covering grants but also volunteering as it arises, fundraising and arts programme activities.

Main duties and responsibilities

The Impact and Evaluation Manager will:

1. Improve our understanding of our current grants portfolio

- Develop knowledge of the various projects funded by the charity across the hospital sites and recognise the links between the various grants schemes
- Deliver in-depth analysis and insight into the outputs, outcomes, and impact of the charity's grants portfolio
- Build effective relationships with current grant holders

2. Ensure we have the right information to assess impact effectively

- Develop and implement robust impact and evaluation for all grants schemes, in consultation with the Head of Grants and the Grants Manager
- Make recommendations and implement effective mechanisms for maintaining and collating accurate qualitative and quantitative data on the grants portfolio
- Produce information on the impact and evaluation of the charity's grants for the grants team, to be used for development work
- Work with the charity's communications team to provide impact information and case studies for external audiences
- Produce reports for the grants team, senior management team, charity committees and trustees on the impact of the charity's grants

3. Lead on demonstrating our impact within the NHS charity sector

Liaise with, assist, and build relationships with other funding bodies

Create and deliver reports for the Head of Grants and charity trustees

4. Lead on developing and implementing impact and evaluation of other activities within the charity

- Develop knowledge of the various volunteering, fundraising and arts activities across the hospital sites, and recognise the links between various initiatives
- Deliver in-depth analysis and insight on the outputs, outcomes and impact of these activities and the grants portfolio
- Make recommendations to improve cross-working between the charity's departments to optimise impact and evaluation
- Work with the communications team to raise the public profile of the charity through case studies and other marketing collateral

5. General duties

- Support the wider work of the grants team where required
- Continually review procedures and systems, and recommend improvements to contribute to the team's efficiency and effectiveness
- Assist the Head of Grants in the grants team's development work

The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

PERSON SPECIFICATION

The person

We are looking for an experienced Impact and Evaluation Manager with strong statistical and analytical skills

Essential	Desirable
Qualifications and education	
Educated to degree level or higher	Advanced research degree (MSc or PhD in a relevant scientific discipline or equivalent work experience)
Experience of grants management, impact, and evaluation (min 3 years in a similar role)	Professional qualification or equivalent training experience in evaluation approaches
Skills and knowledge	
Significant demonstrable knowledge in the field of monitoring, evaluation, and impact	Proven ability to influence stakeholders at all levels and present complex information
Demonstrable academic understanding of quantitative and qualitative measures, and confidence in analysing and interpreting data	
Demonstrable understanding of evaluation approaches and theories	
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	
Experience	
Experience of grants management, from pre-award to post-award, including advising, assessing, monitoring, and evaluating grants	Experience of working with committee members and/or trustees
Experience of working with online grants management systems	Experience of working with committee members and/or trustees
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	
Personal qualities and behaviours	
Ability and motivation to deliver high-quality work with minimum supervision	Systematic approach to work, seeking to improve systems, processes, and information
Highly organised	Willingness to contribute to the efficiency of the team
Confidence in dealing with multiple stakeholders and competing priorities	

A clear thinker who is proactive and solutions-focused	
A strong team player	
Other requirements	
Commitment to the values and principles of the NHS	
Ability to travel between hospital sites where necessary	
Ability to handle confidential and sensitive information	
Ability to work flexibly to cover the roles of other team members in times of absence	

BENEFITS



Holiday Entitlement

25 days per year, rising by 1 day per year to a maximum of 30 days.

Flexible Working

The chance to vary contractual hours to suit your commitments and interests outside of work.

Interest-free Season Ticket Loan

Benefit from a loan to cover the cost of a season ticket to and from your place of work.

Enhanced defined contribution pension

A defined contribution pension scheme where St George's Hospital Charity contributes 6% and the employee contributes 3%.

Life insurance

Non-contractual, non-contributory death in service payment of three times your annual salary.

Enhanced maternity and paternity pay

Full maternity pay for weeks 1-8, half pay for weeks 9-26 and statutory pay for weeks 27-39 + 2 weeks paid paternity leave at full pay.

Staff Arts Club

Membership includes free theatre and exhibition tickets by ballot, opportunities to get creative through bespoke artist led workshops and discounts to cultural events.

HOW TO APPLY



Interested applicants should submit an up-to-date CV and detailed covering letter no more than two sides of A4, demonstrating how you meet the skills, knowledge and experience set out in the Person Specification.

Please email your application to Vivien Gunn, Head of Grants – vivien.gunn@stgeorges.nhs.uk

St George's Hospital Charity is committed to making opportunities as accessible as possible. If you require any adjustments to the application process, please email our HR Manager – Helena.hodges@stgeorges.nhs.uk to discuss.

Applications will be considered on a rolling basis and interviews scheduled as CV's come in. The Charity reserves the right to appoint at any stage, should an outstanding candidate emerge.