

Job Description

Job Title: Access and Participation Evaluation and Impact Manager
Department: Access and Participation, Student Experience Directorate
Grade: D
Location: Guildhall School of Music & Drama
Responsible to: Head of Access and Participation
Responsible for: N/A

Purpose of Post

Under the direction of the Head of Access and Participation, the role holder will support efforts across the School to increase and improve access to, and participation in, the School's higher education programmes for students from under-represented groups within the UK, as outlined in our Access and Participation Plan 2025/26-2028/29. They will support this through the development of impact evaluation practices and the implementation and management of the Higher Education Access Tracker (HEAT). This is a specialist role, playing a key part in ensuring that the School's evaluation systems and processes meet the needs of staff and external stakeholders, and supporting the School to meet all statutory requirements.

Main Duties & Responsibilities

1. Lead on the implementation of the HEAT database across the School, supporting the training of colleagues and embedding effective and consistent use of the system.
2. Manage the School's use of the HEAT database, including maintaining user accounts, supporting colleagues' day to day use of HEAT, utilising data reports and dashboards, and ensuring compliance with requirements of the HEAT team, such as meeting data upload deadlines.
3. Lead on the monitoring and evaluation of projects, implementing a robust Access and Participation evaluation framework, to include a set of validated questions, templates and tools, and making use of both qualitative and quantitative data collection.
4. Produce and present evaluation reports for Access and Participation activity, and wider outreach activity where needed, sharing these with the leadership team, and ensuring readiness for external publication.
5. Support the Access and Participation team in their use of the evaluation framework and their development of evaluation knowledge and practice.
6. Utilising specialist knowledge, develop Theories of Change, logic models and evaluation plans for Access and Participation activity, and wider outreach activity where needed.
7. Develop training and resources for staff across the School in collaboration with the Public Engagement Evaluation Manager, to support the upskilling of staff and an improved culture of evaluation and robust reporting.

8. Work with the School's Public Engagement Evaluation Manager to develop and deliver sections of the School's Public Engagement Strategy and accompanying Evaluation Framework where it intersects with Access & Participation and outreach projects, and to support consistency in evaluation approaches across the School.
9. Work closely with colleagues in external organisations on the evaluation of collaborative activity.
10. Attend, and actively engage in, sector events (e.g. seminars, briefings, conferences, working groups) to create useful professional networks, to learn, to disseminate findings, to monitor sector developments and ensure sector good practice is applied to the School's evaluation practice.
11. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
12. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
13. To undertake any other duties that may reasonably be requested appropriate to the grade
14. [Budget Holders Only] Comply with the City of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

Person Specification

Job Title: Access and Participation Impact and Evaluation Manager

Department: Access and Participation, Student Experience Directorate

Grade: D

Trent Position number:

DBS Criterion: Enhanced DBS with children's and adult's barred list

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

1. Educated to degree level or equivalent, or an equivalent level of skills, knowledge and experience (A)
2. Detailed knowledge of current national widening participation and fair access policy and practice (A, I)
3. Training relevant to the specialist nature of the role, e.g. relevant training in process and impact evaluation, GDPR, analysis of large and complex datasets (A, I)

Experience Required

1. Significant experience in a role contributing to the development of outreach and/or access projects, initiatives and strategies, through the analysis of data, and process and impact evaluation of activity, preferably within a Higher Education environment (A, I)
2. Track record of working collaboratively with internal and external contacts and stakeholders (A, I)
3. Experience of developing, implementing, improving and maintaining evaluation systems, policies and procedures to support business and project development (A, I, T)
4. Experience of using and/or managing the Higher Education Access Tracker (or similar database), in a Higher Education institution or third sector organisation (A, I)

Technical Skills & Knowledge

1. Skills and experience in the use of educational databases, e.g. SITS (A, I)
2. Working knowledge of qualitative and quantitative evaluation methodology (A, I)
3. Sound understanding of the development and use of Theory of Change methodology, and other relevant evaluation frameworks and approaches (A, I, T)
4. Excellent communication skills, written and verbal, to share complex technical information to non-technical colleagues in a meaningful way (A, I)
5. Excellent written skills, with the ability to produce documents, including detailed evaluation reports, for internal and external stakeholders, supported by an excellent attention to detail (A, I, T)
6. Experience of working with data and high level numeracy skills, with the ability to analyse and interpret data and numerical information and make recommendations as a result (A, I)
7. Knowledge and understanding of data management and the requirements of Data Protection legislation, particularly in respect of working with small datasets (A, I)
8. Experience of using initiative, managing priorities, working to tight deadlines, problem solving and decision making (A, I)
9. Proven ability to work within a team and individually (A, I)
10. Self-motivated, self-starter with a calm and professional approach (A, I)



Other Relevant Information

1. It is anticipated that the post holder will be based at Guildhall School of Music & Drama for at least 60% of working hours, with the remaining 40% working from home.
2. There may be a requirement for occasional evening and weekend work, for which time off in lieu will be accrued.
3. This is a fixed-term contract, for 18-months.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on an 18-month fixed term contract.

Salary

The salary range for this job is £42,750 – £47,620 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the contribution bands. There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national LGPS website and/or the City's pension website.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, working Monday – Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

**Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.