



Performance and Impact Manager

Hours:	Full-time
Days:	Monday - Friday, with occasional evening work attending board meetings
Contract:	Permanent
Salary:	£31,500-£35,700 p.a., depending on skills and experience, plus 5% pension contribution
Annual Leave:	25 days per year (increasing by one day per year until you reach a maximum of 30)
Location:	Principally based at Share Head Office 64 Altenburg Gardens, London, SW11 1JL, with some work at the Share Garden at Springfield University Hospital, 61 Glenburnie Road, London, SW17 1DJ, and 336 Brixton Road, SW9 7AA. Remote working will also be possible.
Reporting to:	Chief Executive

About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and then helping them to fulfil their ambitions. The majority of our students are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities. Our focus is on social and economic inclusion of disabled people in the community through supporting them to be more independent, have better health and wellbeing, and move towards employment.

The role

The Performance and Impact Manager is responsible for driving improvement and reporting on the difference we make to disabled people's lives. You will provide the strategic lead on all new grant- or contract-funded projects, and be responsible for reporting on the quality and impact of our programmes internally and to funders.

You will also improve our internal systems and processes, and maintain key accreditations e.g. Investors in People Gold. You will work across the entire organisation, collaborating with project managers to monitor and report on the quality of the services Share delivers, and delivering internal efficiencies to help your colleagues work more effectively.

Who we are looking for

We are looking for someone systematic, analytical and able to communicate the impact we make to different audiences – your colleagues, our trustees, and our funders and supporters.

You'll be able to develop tools that effectively monitor and evaluate the impact of a wide range of programmes – from digital and cookery skills, to our *Go Anywhere, Do Anything* project which gives our students opportunities to try new experiences and visit new places in London and beyond.

You'll love detail, but also be able to see the big picture i.e. you'll understand how excellence across individual projects will contribute to Share achieving its overall objective to help disabled people live independent, happy and healthy lives and make their own choices.

You don't need to have worked in a charity or with disabled people before, but you'll have a commitment to the inclusion of disabled people in all aspects of life.

Main Responsibilities

- Lead on monitoring, evaluating and reporting on the impact of Share's projects
- Guide project managers throughout Share on managing newly funded projects and monitoring against agreed criteria
- Report on Share's performance and impact to the SMT and Share's trustees – in particular, the Quality and Impact committee
- Work with key colleagues to prepare for and achieve quality marks including Investors in People and the National Autistic Society's excellence mark
- Identify areas for internal systems and process improvement, and share good practice by contributing to operational handbooks, materials, templates and staff development / training
- Provide relevant and impactful data and insight to the CEO and Marketing and Communications Manager to contribute to Share's Annual Impact Report
- To work as a collaborative member of the Management Team, responsible for driving an inclusive, respectful culture of excellence and aspiration at Share.
- To attend and take part in Share staff meetings, supervisions, organisational events and external events as required.

Person Specification

Experience

1. Advanced analytical skills developed in a similar role, including research methodologies and quantitative and qualitative analysis
2. Experience of putting quality assurance, learning and innovation at the heart of programme and service development
3. Experience of working across different teams / sites

Skills and knowledge

1. Excellent administration, organisational and time management skills.
2. Strong ICT skills and full competence in use of the Microsoft Office suite (in particular Outlook and Word), iPads, mobile technology and databases.
3. Highly proficient at collecting, inputting, managing, analysing and reporting on data
4. High level of attention to detail and ability to work with complex data sets
5. Ability to communicate monitoring and evaluation data clearly and concisely to non-expert audiences

Personal Qualities

1. A strong commitment to the inclusion of disabled people from a wide range of ethnic and cultural backgrounds in all aspects of life.
2. A strong team-player and natural leader who enjoys working alongside others to achieve goals.

How to apply

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience. We aim to reduce bias in our recruitment processes, so we will remove identifiers such as name and age, as well as school-age education information from your CV before it is reviewed.

To apply for this role, please send us your CV and a cover letter addressing the three questions below:

1. Successful outcomes for our students can vary widely depending on their needs and personal circumstances. How would you demonstrate the positive impact Share makes across such a diverse group of people?
2. How would you seek to improve internal systems and processes at a frontline delivery-focused organisation?
3. What process would you go through to develop a monitoring and evaluation framework for a project aimed at giving people greater opportunities to have their voices heard and make choices?

Please also complete and send us the equal opportunities form and send the three documents by 5pm on Tuesday 30th August to hadmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at hadmin@sharecommunity.org.uk or on 0207 801 9829.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

