

Membership and Operations Officer

Job application pack

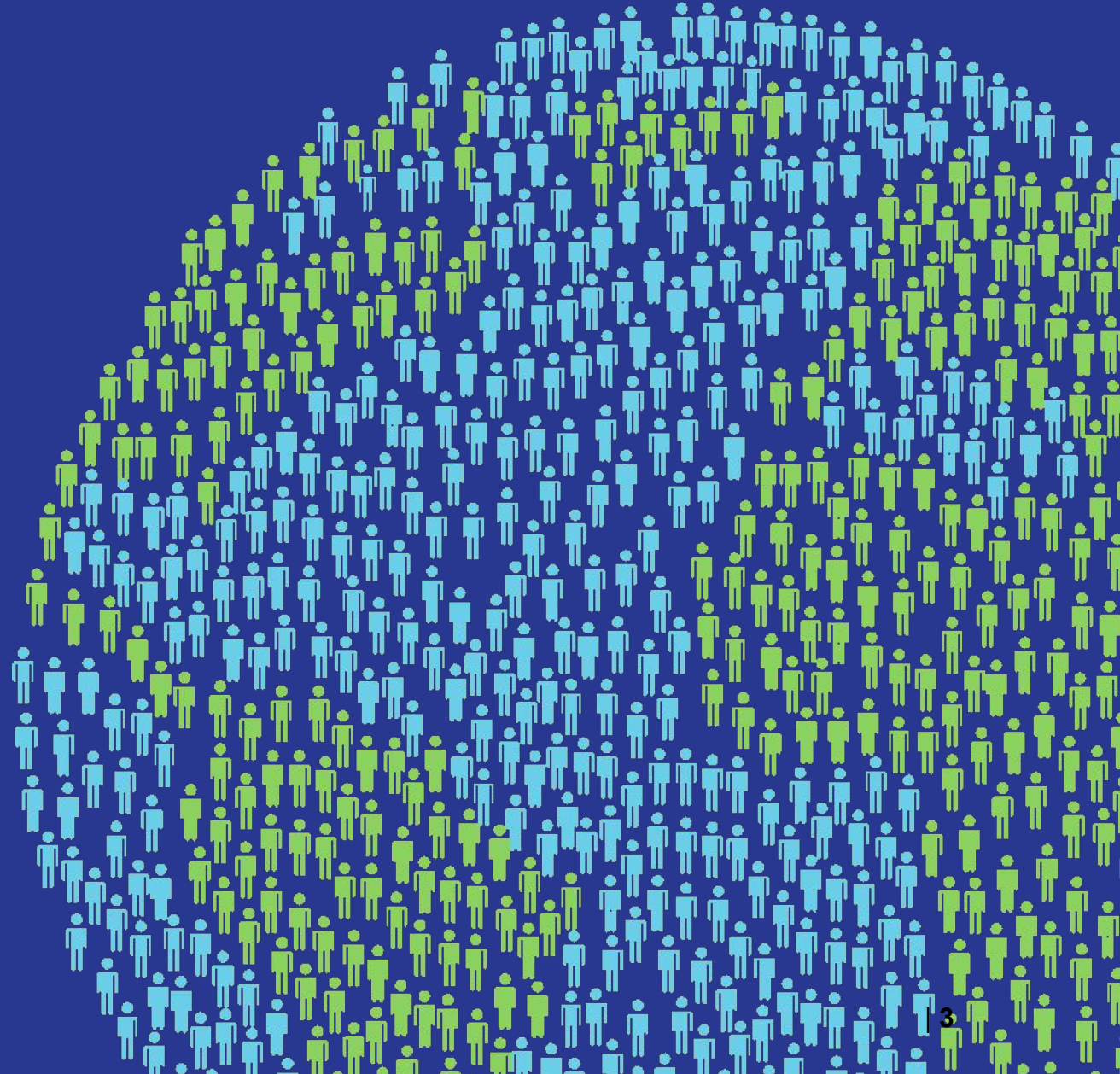
Welcome

The UK Evaluation Society was established in 1994 and is the principal organisation for professionals in the field of evaluation in the UK.

With a new leadership team and significant investment in our infrastructure, we are growing our annual conference, training and events programme to drive a new chapter for the organisation and increase the profile and impact of evaluation across the voluntary, public, private and academic sectors.

We now have an exciting opportunity for a Membership & Operations Officer to work alongside our Executive Director and Marketing and Communications Manager to support our members and our activities. This role will be varied in nature and involve significant elements of data administration, analysis and research and acting as the first point of contact.

Thank you for your interest. We look forward to hearing from you.



About us: our mission and values

The UK Evaluation Society is a registered charity with its core purpose:

To advance education and training for the public benefit in the practice of evaluation and to promote high professional, educational and ethical standards for practitioners in evaluation

On behalf of our members, we strive to:

1. Promote the value of evaluation and evaluative thinking in policy and strategy, service delivery, initiatives and programmes across sectors and funding environments
2. Strengthen all aspects of evaluation practice by clarifying and encouraging good practice across the evaluation life-cycle – including the commissioning, design and delivery, and use of evaluation.
3. Encourage and support innovation and change in evaluation practice and where appropriate, foster the adoption of new approaches and methods.
4. Protect and promote principles of equality, diversity and inclusion
5. Ethical practice across the evaluation community.

We're committed to inclusion, equity and diversity in all its forms, and value all voices and perspectives. Our members include evaluation professionals, practitioners and commissioners from national and local government, consultancies, the voluntary sector, and the research community and academia.

Why join the team and take on this role?

Why support the evaluation profession?

It is a pivotal time for evaluation and us as a newly registered charity with big ambitions to grow the profession and increase general understanding of the benefits of evaluation.

Why join the team?

You'll be joining a small, friendly team, which is dynamic, people-centred and innovative in its nature. As the engine-room of The Society, the team will be at the forefront of shaping and operationalising the Society's activities - in close collaboration with the board of trustees, who are experienced professionals working across respected policy and research organisations.

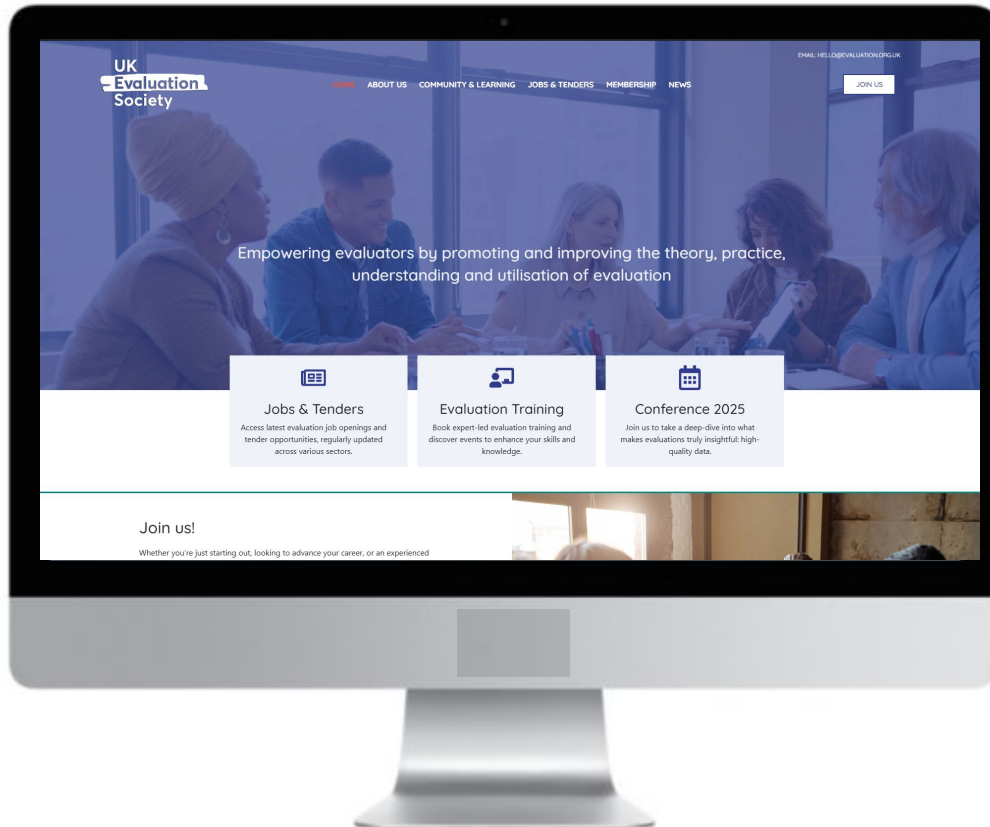
Why take on this role?

If you would like the opportunity to use your administrative, organisational and analytical skills to support policy, research and better evaluation, then this is the role for you!



Why join us?

About the role



Title: Membership & Operations Officer

Contract: Permanent

Hours: 25 hours per week (66% FTE), subject to successful completion of a probationary period of three months

Salary £22,000 per annum (£33,000 FTE)

Location: Remote, but with travel within the UK to support facilitation of our annual conference, events and activities

Day-to-day management by: Executive Director

Job description

Membership	<ul style="list-style-type: none">• Provide administration of memberships and proactive customer service to our membership base of evaluation professionals as the first point of contact• Ensure contacts are accurately added and maintained in our database, and contact information is systematically updated and cleaned• Help implement recruitment and stewardship strategies to increase new and renewing members• Monitor membership activities to inform operational decisions and support the board of trustees
Finance and administration	<ul style="list-style-type: none">• Efficient management of central email mailboxes so enquiries can be quickly resolved• Support the development, and undertake updating, and maintenance of the Society's shared document drive, and other stores of operational data• Undertake day-to-day financial tasks such as coding and processing payments, generating invoices, keeping accurate records of expenditure, etc.• Support scheduling and logistics for internal meetings within the staff, board of trustees, or other teams
Events & Training	<ul style="list-style-type: none">• Support the administration of events including major events such as annual conference, webinars & training• Support tracking of receipt and payment of invoices related to events
Comms and Marketing	<ul style="list-style-type: none">• Support communication and marketing activities, by providing accurate and timely data on membership, training and events

Person specification

<p>Essential Criteria</p>	<ul style="list-style-type: none"> • Highly developed written and verbal communication skills with the ability to build rapport and influence others. • Good interpersonal skills and exemplary team player with collaborative outlook. • A strong, demonstrable interest in new developments in policy and research. • Good analytical and problem-solving skills. • Confident in your ability to learn and become proficient with new IT systems and processes. • Excellent personal organisation and data administration skills, with a high level of attention to detail and accuracy, and appreciation of the need for confidentiality • Proactive with ability to self-manage and respond to competing priorities • Adaptable and able to respond to challenges • Proof of right to work in the UK is essential • Commitment to UKES values and to an environment that promotes equity and values diversity
<p>Desirable criteria</p>	<ul style="list-style-type: none"> • Understanding of the evaluation community/profession or related fields (policy, social sciences, research) • Administration, customer service or finance experience in paid or volunteer roles

We are committed to building a diverse, inclusive and authentic workplace. If you are excited about this role, we encourage you to apply. If you would like to speak to someone about the role, please email nick.posford@evaluation.org.uk



Holiday Entitlement: 28 days pro-rated for part-time employees, plus public holidays

Pension: Up to 10% employer contribution to annual salary

Home-working expenses: Given the remote nature of our work, The Society will provide an appropriate contribution to home-working expenses.

How to apply

In order to be considered for this role, please submit the following:

- **A covering letter** - detailing why you are interested in applying for this role and how your skills/knowledge/experience meet the requirements of the person specification
- **A CV**
- **Contact details of two professional referees.**

We value diversity and are committed to creating an inclusive work environment. We actively encourage applications from people of all backgrounds and cultures.

Applications should be sent directly to the Executive Director of the Society at - nick.posford@evaluation.org.uk by **Monday 10th February 2025 at 12 noon.**

Shortlisted candidates will be invited to a virtual interview in the week commencing 17th February.

If you have any queries or would like to discuss the role, please don't hesitate to contact Nick for a chat.

UK
Evaluation
Society

Thank you

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