

## **Consultant and Trainer – Performance and Evaluation**

**Reports to:** Consultancy Team Leader, or Deputy Consultancy Team Leader

**Responsible for:** No direct staff reports. Occasional responsibility through the line manager for freelance associate consultants on an ad hoc project basis.

**Grade:** CES grade 4

**Overview:** To work as part of a team to deliver a variety of consultancy projects and to develop and deliver CES training courses to the voluntary sector on monitoring, evaluation, outcomes and performance management.

### **Consultancy**

- To offer research, consultancy and advice to CES clients on evaluation, self-evaluation, performance management, quality, SROI and other related issues.
- To seek out consultancy opportunities through knowledge of the sector, tender lists, advertisements and web-sites.
- To write proposals and tenders to win consultancy work.
- To carry out small scale evaluations, bespoke training, research and other relevant support to organisations independently.
- To work as part of a team, including working across other CES teams, on larger consultancy and research projects under the direction of the Consultancy Team Leader and the Deputy Consultancy Team Leader.
- To provide technical assistance to CES clients.
- To promote the work of CES on evaluation, self-evaluation, performance management, quality, SROI and other related issues through speaking at events, writing reports and contributing to publications.

### **Training**

- To develop and deliver training courses in relevant CES subject areas, including providing cover for colleagues as necessary.
- To develop, regularly review and update a bank of high quality training materials, including the development of case studies.
- To develop CES' training programme within CES' overall strategies and in liaison with other members of the consultancy teams.

- To disseminate learning from CES training and technical assistance, both internally and externally, and feed a training and consultancy perspective into the development of CES' marketing strategies and plans.

### **Other**

- To work within the framework of CES' equal opportunities policy.
- To develop and support CES' marketing activities.
- To meet financial and operational targets agreed annually with the Chief Executive and the Board.
- To be self-servicing, using ICT in the delivery of work.
- To contribute to the development of CES' work, particularly through the participation of staff meetings and working groups.
- To identify personal and professional development needs and opportunities to meet the needs of the organisation.
- To take on other duties consistent with the grade through negotiation and discussion with the line manager.

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

Experience of the following is essential for this role:

- Carrying out research and/or evaluation, preferably in the UK voluntary sector
- Working in, or with, the UK voluntary sector
- Producing high quality written materials, with attention to detail, preferably for publication

The following knowledge is essential for this role:

- A good working knowledge of the voluntary and community sectors and their consultancy and training needs
- Knowledge of evaluation methods and / or social research methods
- An understanding of equal opportunities issues, particularly as they apply to training and consultancy, and a commitment to the application of equal opportunities policies in all aspects of CES' work

The following skills and abilities are essential to this role:

- Excellent communication skills including presentation skills and the ability to build relationships with others
- Ability to work both independently and as part of a team
- Ability to work under pressure and to tight deadlines
- Ability and willingness to understand complex information quickly
- Ability and willingness to be self-servicing
- Word processing, database and spreadsheet skills and knowledge.
- Research or social science educational background

### DESIRABLE CRITERIA

The following experience is desirable for this role:

- Developing and delivering high quality training programmes
- Developing and producing training materials and other written information, guidance and other documentation
- Tendering for and implementing consultancy work in the uk voluntary sector
- Conducting evaluations in the voluntary sector
- Implementing self-evaluation within the voluntary and community sector