

Person Specification

Quality and Impact Administrator

Qualifications/Education	Essential or Desirable
<ul style="list-style-type: none"> Qualified to Degree level or relevant experience of measuring & reporting impact 	D
<ul style="list-style-type: none"> Qualification in subject related to statistics, social research, social sciences, science, geography, environmental or similar. 	D
Experience	
<ul style="list-style-type: none"> Proven and demonstrable experience of monitoring, evaluation or research roles. 	E
<ul style="list-style-type: none"> Practical experience in monitoring and evaluation in a Social Enterprise/community/third sector/charity organisation and the techniques used in the sector. 	D
<ul style="list-style-type: none"> Developing research/evaluation frameworks and tool kits 	E
<ul style="list-style-type: none"> Designing a range of tools to collect quantitative and qualitative data to evidence impact. 	E
<ul style="list-style-type: none"> Producing compelling reports based on evidence from a range of sources. 	E
<ul style="list-style-type: none"> Working with a project colleagues/team to deliver monitoring and evaluation activities. 	D
<ul style="list-style-type: none"> Experience of employing logical frameworks or Theory of Change methods and participant/customer journeys 	D
Skills and Abilities	
<ul style="list-style-type: none"> Excellent ICT skills, and in particular MS Excel. 	E
<ul style="list-style-type: none"> Ability to present user friendly data and findings. 	E
<ul style="list-style-type: none"> Ability to support others to measure outcomes to determine impact. 	D

• Ability to engage with a range of participants of differing ages, abilities and backgrounds to collect quantitative and qualitative data including compelling case studies.	E
• High levels of organisational skills, self-motivation and planning.	E
• Understanding data management and GDPR regulations to ensure compliance of all evaluation activities.	D
• Able to work independently and as part of a team	E
• Aptitude for developing relationships and working in a team	D
• Good verbal and written communication skills	E
• Ability to work under pressure, prioritise and plan time effectively to meet tight deadlines	E
• Ability to use your own initiative, have a commitment to accuracy, reliability and attention to detail	E
• Driver	E
Values	
• Naturally curious	E
• Creative and passionate about social change, impact, and environmental sustainability	E
• Self-motivated and a self-starter	E
• Ability to commit to Cosmic's values	E
• Digital mind-set and an understanding of those who are disadvantaged	E