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| **TITLE:** GlobalGoal Team Evidence Uptake Advisor | | |
| **TEAM/PROGRAMME:**  Program Quality and Impact | **LOCATION:**  **UK** or any existing Save the Children International Regional or Country office **Worldwide** | |
| **GRADE**: C Mid-Senior level | **CONTRACT LENGTH:** 1-year FTC (with possibility for extension) | |
| **CHILD SAFEGUARDING:**  Level 1:  The role holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore, a police check will not be mandatory unless the content or location of the role changes, in which case the Child Safeguarding level will be reviewed. | | |
| **ROLE PURPOSE:** The Global Goal Evidence Uptake Advisor plays a key role in enabling and promoting the use of internal and external evidence by all staff involved in the delivery of Save the Children’s 2022-2024 strategy. Working within the Evidence and Learning team and with a new “Global Goal Team” structure, the Evidence Uptake Advisor will lead on synthesising, summarising, packaging and sharing or signposting data and evidence on one of more global goal to aid programme delivery, inform our influencing and support our fundraising and communications.  The Evidence Uptake Advisor will take a hand on approach to understanding and servicing different user groups’ needs for evidence and data. Others will generate the primary data and evidence, and the Evidence Uptake Advisor will blend signposting and communication – or ‘brokerage’ – to drive and enable increased use of that evidence, with repackaging through syntheses, summaries and visualisations to make it easier for user groups to find and understand key findings.  With a solid grounding in understanding evidence, and a strong track record of communications, networking and user-orientation, the post-holder will inspire and facilitate a culture of amplifying our impact through evidence use. This role will work closely with thematic and MEAL/ Research technical specialists to source our best data and evidence, and with a range of user groups from frontline staff in Country Offices to business development staff to senior leaders to ensure that their evidence needs are serviced with appropriate, high quality products. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of Knowledge Management and Learning; dotted line to Global Goal Team Leader  **Staff reporting to this post:** No direct line management  **Budget Responsibilities:** up to $100,000 per year | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Evidence synthesis and summary**   * Develop a range of clear, accessible, quality evidence products that service the needs of different evidence groups. * Synthesise existing data and evidence from Save the Children programming (e.g. evaluations) on particular topics or interventions of strategic significance, using technically rigorous approaches for evidence synthesis * Summarise and make accessible key findings and recommendations from strategic evidence outputs, particularly turning technical products into shorter accessible products including summary reports, factsheets, slide decks, infographics and data visualisations * Actively engage with evidence user groups to understand their needs and to receive ongoing feedback on the usefulness of products and services provided. Such groups will include: Country Office programming staff (best practice, ‘what works’); Senior Leadership (to support their understanding and communication of our results for children); New Business Development/ Fundraising staff (e.g. on Save the Children’s track record and provide data and evidence for proposal development); Communications; Policy, Advocacy and Campaigns (ensuring relevant programmatic evidence is available to inform policy reports and other outputs) * Actively engage with Communities of Practice across the movement to understand current knowledge/evidence gaps and summarise learnings from conducted studies within the COPs. * Work closely with the global Evidence & Learning team to track, summarise and disseminate learnings from the Global Research, Evidence & Learning Agenda.   **Evidence communication and signposting**   * Establish and provide Evidence Helpdesks on global goals to respond in a timely manner to user requests for data and evidence. * Actively promote Evidence Helpdesks among COPs & evidence user groups at regional and country office levels. * Organise and facilitate global learning events to share and showcase evidence, such as webinars, learning cafes, lunchtime talks, etc., and support colleagues to run country-led learning events; * Support the Program Officer, Knowledge Management and Learning team as well as Save the Children offices to ensure all relevant information, data and evidence is made available on internal team channels, global platforms, and promote awareness of available platforms and products; * Working with thematic Research & Evidence Advisors, co-produce a regular Evidence Digest on the latest data and evidence generated from Save the Children’s programming   **Support good evidence uptake practice**   * Provide good practice guidance and support for primary evidence producers on how to maximise the uptake of their research, evidence and data; * Develop resources such as templates for improved evidence products for wider use by colleagues. * Monitor uptake and use of evidence products and services to drive continuous improvement * Feedback information and learning on evidence needs and uptake to Global Goal and thematic teams. * Share case studies of best practices in evidence uptake with evidence user groups & COPs. | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically and on a global scale.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**  At least undergraduate level qualification, preferably with a focus on research methods | | |
| **EXPERIENCE AND SKILLS**   * Applied experience of synthesising data and evidence in technically sound ways (e.g. literature reviews, systematic reviews, meta-analysis) * Proven track record in applying good practice in research/ evidence/ data uptake and usage * Proven track record of user/ client focus in evidence generation or uptake * An entrepreneurial and “can-do” attitude, with willingness to make things happen * Strong analytical skills and an ability to assimilate and process large amounts of information into a coherent and compelling narrative * Skills and experience in data and evidence communication * Proficiency in relevant IT solutions for data visualisation (e.g. PowerBI) and for visually appealing products (e.g. Canva, Adobe Indesign) * Strong written and verbal communication skills in English, with demonstrated ability to communicate technical evidence and data clearly and convincingly to a variety of audiences * Proven experience of building personal networks, resulting in securing significant new opportunities for the organisation; * Experience of working for an international humanitarian organisation, including developing-country experience * Highly developed cultural awareness and ability to work collaboratively in an international environment with people from diverse backgrounds and cultures * The ability to manage and juggle a complex and varied workload, at times working independently, at others working to tight deadlines under time pressure * Ability and willingness to change work practices and hours in the event of emergencies * Commitment to Save the Children values   **Desirable**   * Experience with Save the Children Country Office operations * Experience in the coordination of various stakeholders | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |