



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

Job Pack **Impact Coordinator**

Thank you for your interest in this role, please find below some information to help you decide if you would like to apply. In the interests of equality CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The closing date for this role is **11/11/2024 at 11.59pm** and interviews will be held on the week commencing **25/11/2024**. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To have an informal discussion about the role, contact **Lewis - lewis@otrbristol.org.uk**

Role Summary

Job Title	Impact Coordinator
Salary	OTR Band B+ Starting salary £26,882 fte (£16,129.20 actual)
Hours	22.5 per week 0.6fte
Contract	Fixed term for 12 months
Leave	Flexible - our basic entitlement is 28 days (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need.
Pension	With The People's Pension - up to 3% employer contribution on qualifying earnings
Location	Based at OTR, 8-10 West Street, St Philips, Bristol, BS2 0BH and in locations across Bristol and South Glos.
Accountable to	Head of Research and Development
Job Purpose	<ul style="list-style-type: none">• The impact Coordinator will develop and implement tools, processes and systems to monitor, evaluate and learn from our work. As a result, we will be able to improve our offer for young people and better articulate the changes we make in their lives.
Key Relationships	<ul style="list-style-type: none">• Head of Research and Development (R&D)• OTR's Business Development (BD) Team• OTR's staff and volunteers

Role Description

Developing & Maintaining OTR's Impact Framework	<ul style="list-style-type: none"> ● To work alongside the Head of Research and Development to implement the organisation's Impact Framework, which sets out how we monitor, evaluate and learn from our work. ● To coordinate the continuous development of OTR's Impact Framework, ensuring that it meets the needs of OTR's services as well as our marketing and fundraising functions. ● To support the development and implementation of appropriate outcome measures and impact measurement tools, processes and systems. ● To work with OTR's projects and teams to ensure learnings are captured and shared on a regular basis. ● To ensure monitoring, evaluation and learning processes and systems are maintained so that information is captured in an effective and timely manner. ● To identify, assess and make recommendations for new approaches, tools and processes to understand impact. ● To identify and test ways in which young people can meaningfully participate in supporting teams to understand and test our impact. ● To promote the value of evidence-based practice across OTR. ● To ensure our approach to monitoring and evaluation reflects OTR's approach and values.
Data Collection	<ul style="list-style-type: none"> ● To support the Grant & Bid Writer and BD Team by providing tools to use in collecting data that the BD team can use for applications . ● To support the Head of R&D in developing tools for research direction and dissemination. This will also require close work with the Data Lead. ● To conduct focus groups and interviews with young people and other groups who benefit from our services in order to understand the impact of our work.
Research	<ul style="list-style-type: none"> ● To support the Head of R&D in the cultivation of research direction; taking insights from data lead, services and key stakeholders to conceptualise, capture and disseminate impactful learnings within and outside of OTR. ● To support R&D in the development of a "Knowledge Academy", where research, articles, reports and resources can be shared within and outside of OTR. ● To research and where necessary, apply concepts, learnings and frameworks to existing or new services within OTR.
General	<ul style="list-style-type: none"> ● To identify best practices around impact management and embed within OTR. ● To engage in training and development appropriate to the role. ● To commit to the core values of OTR, including young people's empowerment and participation. ● To work within the spirit and framework of all OTR policies, governance, and delivery philosophy and to keep up to date with relevant training and professional development, especially in relation to Equality, Participation, Confidentiality, Vulnerable Adults and Child Protection and Safeguarding. ● To ensure all paper and electronic personal records are managed and stored safely at all times. ● To respect and maintain the confidentiality of all staff, volunteers and young people at OTR internally and with external agencies.

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Commitment to professional development, willing to undertake training necessary for the role. 	<ul style="list-style-type: none"> • Education or training that includes social research techniques.
Experience	<ul style="list-style-type: none"> • Demonstrable experience of monitoring and evaluation. • Experience of collecting and reporting on qualitative and quantitative data. • Experience of developing and/or maintaining impact management tools, processes and systems. 	<ul style="list-style-type: none"> • Experience of qualitative and quantitative research methodologies within the field of mental health. • Experience of working in the non-profit sector. • Experience of reporting to funders.
Knowledge	<ul style="list-style-type: none"> • Knowledge of monitoring, evaluation and learning. 	<ul style="list-style-type: none"> • Knowledge of monitoring and evaluation tools in the mental health sector. • Knowledge of mental health issues affecting young people. • Knowledge of Bristol, South Gloucestershire and North Somerset.
Skills & Abilities	<ul style="list-style-type: none"> • Highly organised, able to juggle multiple tasks. • Strong project management skills. • Outstanding IT skills. • Able to translate complex data and other information in a clear, concise manner. • Strong interpersonal skills, able to build relationships across the organisation. • Good influencing skills. • Able to manage and work to multiple deadlines. • Exceptional attention to detail. • Able to engage, coach and upskill colleagues, and support capacity building within the organisation. 	
Personal Qualities	<ul style="list-style-type: none"> • Passion for understanding impact. • A collaborative approach, being able to work alongside colleagues from across the organisation who may have differing work or communication styles. • The ability to convey credible information. 	

	<ul style="list-style-type: none"> ● A solution focused, proactive approach. ● Resilient; able to model good self care. ● Values-led, with a personal commitment to equality, diversity, social justice and change. ● A strong personal interest in and commitment to the mental health and wellbeing of children and young people. 	
Other	<ul style="list-style-type: none"> ● Ability and willingness to travel as required. ● Willingness to work flexibly, including some evenings and weekends. 	<ul style="list-style-type: none"> ● A full, clean driving licence.

About us

OTR is a mental health social movement by and for young people. The charity is at an exciting stage of its 59-year history and is proud to be reaching more young people than ever before (over 20,000) across Bristol, South Gloucestershire, and North Somerset with creative and diverse mental health and wellbeing info and support.

Our approach to mental health is grounded in a set of beliefs and assumptions that underpins all of our work. We believe in celebrating diversity, empowering and mobilising young people to make change, and that catering to the unique strengths, interests and circumstances surrounding young people is key. Our approach centres on collaboration and partnership, building relationships between individuals, peers and communities.

Each day is as engaging and fulfilling as the last, and with a network of supportive, community minded people, we hope you'll feel welcome here. As a thank you, we like to compensate our employees for the important work they do with a range of benefits including a flexible leave policy (38 days), healthcare cost assistance with HealthShield, flexible and hybrid working arrangements, enhanced sick pay, parental leave, continual training and development, free yoga and reiki, and more (subject to contractual terms and conditions).

At OTR, whatever your role or professional background, you will be expected to work in a way that is anti-oppressive and inclusive. A key focus for OTR is to develop an organisation that is inclusive for all but we do not claim to be experts in this. We are committed to continuous learning and improvement in these areas and invite you to join us on this journey.

OTR recognises the benefits to individual practice and organisational credibility of having a diverse community of staff and volunteers and to this end is continually working towards building and maintaining an environment which values and pursues diversity accordingly.

We recognise that tackling systemic inequality, prejudice, racism and oppressive practice requires each of us to actively engage, self-examine and make changes where necessary, in order to improve access and equitable experience for all in society and all of those who come through our doors at OTR.

What We Believe	What We Value	How We Behave
<ul style="list-style-type: none">• We believe that our offer should be inclusive of all cultures and identities• We believe that young people have unique strengths, interests and circumstances• We believe that the world around us impacts our wellbeing• We believe in placing young people at the heart of our work• We believe in innovating and evolving to improve our offer for young people• We believe that relationships are what make the difference• We believe in the power of partnerships	<ul style="list-style-type: none">• Collaboration• Diversity• Learning• Sharing• Participation• Self-efficacy• Self-care• Transparency• Agency• Creativity• Social Action• Pragmatism	<ul style="list-style-type: none">• We're accommodating• We're integrated• We're thoughtful• We're supportive• We're open• We're resourceful• We're resilient• We're communicative• We're independent• We're imaginative• We're motivated• We're adaptable