



## Evaluation and Quality Project Manager

**Job title:** Evaluation and Quality Project Manager

**Location:** Central Manchester / home-based but with travel

**Hours:** Full time, 37 hours per week

**Contract:** This is a 34-month fixed term salaried role

**Remuneration:** £35,000

**Deadline:** November 29th

**How to apply:** CV and cover letter to [helen.odonnell@childrensuniversity.co.uk](mailto:helen.odonnell@childrensuniversity.co.uk)

**Enquiries:** [helen.odonnell@childrensuniversity.co.uk](mailto:helen.odonnell@childrensuniversity.co.uk) or (0161) 241 2402

**\*NO AGENCIES\***

### About Children's University

Children's University is a charity that works in partnership with schools to develop a love of learning in children. We do this by encouraging and celebrating participation in extracurricular activities in and outside of school. The impact of these activities is proven to be positive which is why we're committed to creating a level playing field of opportunity and opening access to children of all backgrounds. Children's University Trust was set up in 2006 with funding from The Sutton Trust and the Department for Education. Children's University works towards its mission by:

- Inspiring all children to learn beyond the classroom;
- Creating wider communities of learning;
- Removing barriers to learning for all children.

[You can read more about us here](#)

### About this role

The Evaluation and Quality Project Manager will work within the small, focussed team that is Children's University Trust to manage the successful implementation of a new EEF evaluation of Children's University. This will involve working closely with the CEO of Children's University Trust, the Trust's Head of Communications and Stakeholder Engagement and those local Children's University Managers involved in the trial on school recruitment and set up, delivery of training and delivery of the intervention. The successful candidate will play a key part in ensuring consistent quality of delivery and best practice across the Children's University partners involved in the trial. They will then play a part in ensuring this quality is consistent across the wider Children's University network. The role will also involve liaison with the project management team at EEF and with the evaluation team at NFER. The core of this role however will be rigorous project management of all aspects of the trial from Children's University Trust's perspective.

### About the Education Endowment Foundation (EEF)

The Education Endowment Foundation (EEF) is an independent grant-making charity dedicated to breaking the link between family income and educational achievement for children aged 3 to 18. The EEF was set up in 2011 by The Sutton Trust, as lead charity in partnership with Impetus Trust (now part of Impetus-The Private Equity Foundation), with a £125m founding grant from the Department for Education. The EEF and Sutton Trust are together the government-designated What Works Centre for improving education outcomes for school-aged children. The EEF works towards its mission by:

- Identifying and funding promising educational projects that address the needs of disadvantaged children in primary and secondary schools in England;
- Evaluating these innovations to extend and secure the evidence on what works and can be made to work at scale;
- Encouraging schools, government, charities, and others to apply evidence and adopt innovations found to be effective.

### **EEF Evaluation of Children’s University**

Children’s University has been tested through a [previous EEF trial](#) which published in November 2017. This trial found positive impacts on Key Stage 2 maths and reading results equivalent to about 2 months’ additional progress. Small improvements were also seen for a range of non-cognitive outcomes, such as teamwork, social responsibility, and professional aspirations. These results had moderate security and provide initial evidence that well-supported enrichment activities can improve children’s academic and non-cognitive outcomes. Children’s University is listed as an EEF Promising Project. This means it demonstrates the potential to improve attainment for young people cost-effectively when independently and robustly evaluated.

This [new effectiveness trial](#) will involve a larger number of schools and add to the previous evidence to enable us to understand if Children’s University is effective in raising attainment and non-cognitive outcomes in other schools. The programme will be evaluated by a team from the [National Foundation of Educational Research \(NFER\)](#) using a randomised controlled trial. The proposal is to recruit 150 primary schools which will be randomised to either be in the intervention group or the control group.

The intervention will last for 2 years. The primary outcomes will be attainment of Y5 children after 2 years of CU in reading and maths, using KS2 SATs data. Secondary measures will capture self-reported non-cognitive outcomes including aspirations, motivation, confidence and skill development. The evaluation will also include an implementation and process evaluation.

### **Essential Skills and Experience – project specific:**

- A very strong track record of managing projects to deliver agreed outputs on time and within budget;
- Excellent project management skills, including risk management and budget management;
- Experience using a range of project and programme management tools;
- Ability to manage relationships and communicate with practitioners;
- Ability to manage and monitor budgets;
- A commitment to the aims of Children’s University and EEF.

### **Essential Skills and Experience – general:**

- An ability to work well in a team and a small organisation, offering a hands-on approach;
- Experience of working with databases;
- Excellent attention to detail and written communication skills;
- Ability to manage own time across multiple project strands;
- Strong IT and digital capabilities;
- Experience working in education research or a related field.

### **Main Tasks**

- Manage the tracking, monitoring and reporting of the EEF funded trial of Children’s University including project timelines, project documents and project finances;
- Manage project delivery in collaboration with local Children’s University Managers;
- Support the training of local Children’s University Managers;
- Support local Children’s University Managers to recruit 150 schools to the trial;

- Collate and send to EEF weekly updates during the school recruitment period;
- Regularly update EEF throughout delivery of the trial (to include any attrition);
- Liaise with local Children's University Managers regarding project updates on behalf of the Children's University Trust;
- Provide oversight of project progress, reporting and finance always throughout the trial;
- Manage effective collation of evidence for reporting against EEF agreed milestones, including supporting local Children's University Managers to meet their individual evidence requirements;
- Ensure that requirements outlined in MoUs with local Children's Universities are adhered to and fulfilled;
- Convene and attend meetings with local Children's University Managers and key stakeholders on behalf of Children's University Trust;
- Support the development of project materials and recruitment documentation including teacher packs and support evaluation processes;
- Act as first point of contact at Children's University Trust for all enquiries regarding the trial;
- Provide ongoing support to local Children's Universities involved in the trial throughout the entire period of the evaluation;
- Support the evaluation team (NFER) in booking in survey administration dates with schools;
- With the support of the CEO and Finance Manager, oversee the EEF grant budget throughout the trial, the invoicing and payments to local Children's Universities and payments made to control schools on completion of post-test survey and all data requirements;
- Maintain accurate and current records across the project and oversee the production of a final statement of expenditure;
- Work with participating local Children's Universities and schools to ensure take up of national opportunities is consistent;
- Work with Children's University Trust colleagues to effectively share learnings and develop best practice for implementation across the wider Children's University network.

**Helen O'Donnell**  
**CEO and Director of Partnerships**