Thank you for your interest in this role at Buttle UK. This is a significant time for Buttle UK as we continue to step up support for children who have been hardest hit by the Cost-of-Living crisis.

We believe that Buttle UK is a special organisation, because of the direct difference we can make in the lives of vulnerable children and young people by providing items and activities that they are living without. We are proud of the innovative approach we have taken to provide this support, and the efficiency with which we do it. We are also proud of being a forward looking and externally focused organisation that seeks to use the unique insights gained through our grant giving for the wider benefit of children and young people in poverty.

Last year we were able to provide £4.3m in grant funding for children and young people, and we have increased this level of support to £5.5m in 2023-24, in response to the continuing cost of living crisis.

Our Chances for Children grants pay for normal things that we would want all children and young people to have, but their parent/s or carers cannot otherwise afford. Not extraordinary, but critical things in their lives. There has never been a greater need for the creative grant giving for which Buttle UK is known.

I hope you would like to play a part with us in supporting children and young people in crisis and I look forward to hearing from you.

Joseph Howes
Chief Executive
Buttle UK
The Role

Responsible to: Impact and Evaluation Manager

Objectives: The Impact and Evaluation Assistant supports the organisation’s impact assessment and program evaluation efforts to ensure accountability, learning, and continuous improvement.

Hours: Full-time (35 hours per week)

Location: Fully remote/London/Hybrid

Overview: This role will support the delivery of our Impact and Evaluation strategy. This area of our work helps us to understand the impact of our grantmaking and creates and evaluates internal and external datasets to improve our work. Our Impact and Evaluation portfolio includes commissioning and undertaking new research, supporting our aim to publish studies on issues that affect children and young people living in poverty.

We are a growing charity and our Impact and Evaluation department has a key role to play in the strategic and operational development of the charity as it grows. This role will support the delivery of that aim by working closely with the Impact and Evaluation Manager.
Buttle UK is a national children’s charity that has been helping children and young people who are in crisis to reach their potential since 1953. We do this by providing direct financial support through our Chances for Children grants and, for some children whose home environment is disruptive and chaotic, grants which allow them to go to boarding school. We define a crisis as those living in financial hardship and dealing with at least one other challenging social issue.

Chances for Children grants, which we began testing in 2014, are an innovation in the way Buttle UK delivers its grant-giving. Typically, within the grant-giving sector, the focus on supporting individuals has been solely on the emergency provision of single items, such as a cooker or washing machine. However, our Chances for Children grants look to go further. We offer funding of up to £2,400, to provide a holistic package of support addressing the physical, emotional and educational needs of children aged 0-20. Evaluation has repeatedly found that these grants can have a disproportionately positive impact compared to their monetary value, and that in some cases they are transformational. Where the home environment is not the best place to provide support, we offer our Support for Boarding grants which we have been delivering for all of our 70-year history. These grants have been life changing for countless children.

We are a fundraising organisation and also provide our own funds to support children and young people. Over the past seven decades we have safeguarded and grown the financial endowment that was left to us by our founder, the Reverend Frank Buttle. At the same time, we’ve honoured his memory as an independent thinker and a pioneering force for change by using the insights and learning we gain from a unique data set generated through our grants database. This provides us with a platform to undertake ground-breaking research and speak out about the issues which vulnerable children and young people in the UK face.

Last year we supported over 4,500 children and young people. To read more about our work, and the challenges for children and young people living in crisis and poverty, read our State of Child Poverty 2023 report [here](#).
What does the role entail?

Data Collection: Assist with the collection and storage of research and survey data, including demographic data and outcomes indicators, employing quantitative and qualitative methods. Gather and engage with external open and government datasets.

Database Administration: Retrieve and analyse datasets from internal databases, responding to requests for data from the team. Update and enter data into key dashboards to monitor trends and issues.

Data Analysis: Assist with data analysis tasks, including cleaning and analysing quantitative data using software (e.g., Excel, PowerBI), as well as coding and analysing qualitative data using thematic analysis techniques.

Reporting and Presentations: Assist with the preparation of key reports, dashboards, and presentations summarising key findings, trends, and insights from impact and evaluation activities for fundraising purposes, including developing content for social media.

Evaluation Planning: Assist the implementation of evaluation plans for specific programs or initiatives. Contribute to planning large-scale projects, including the selection of appropriate evaluation methods, data collection tools, and evaluation frameworks.

Survey Administration: Assist with the design, administration, and analysis of surveys to gather feedback from grantees, staff, and other stakeholders. Monitor and act on grantee feedback, sharing relevant results with key staff.

Research Administration: Schedule and undertake interviews/focus groups, supported by the I&E Manager. Manage administrative activities such as contact with participants, transcription and coding.

Collaboration: Support the I&E Manager to collaborate with internal staff, research partners, and organisations in the sector to support evaluation activities.
What will you bring to the role?

As our Impact & Evaluation Officer you will have:

**Essential Experience:**

- A degree in a relevant field such as social sciences, statistics, research methods, or a related discipline. Equivalent, relevant work experience involving research/data skills will also be considered if undergraduate study is not in a related field.

- Demonstrated experience in collecting, managing, and analysing quantitative and qualitative data using appropriate software (e.g., Excel, PowerBI) and methods (thematic analysis). Ability to assist in the design, implementation, and analysis of research studies, including surveys, interviews, and focus groups.

- Excellent written and verbal communication skills, with the ability to present complex data and findings in a clear and accessible manner.

- Strong organisational skills with the ability to manage multiple tasks and priorities, meet deadlines, and work effectively both independently and as part of a team.

- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and experience with database management systems.

- Strong analytical skills with the ability to interpret data, identify trends, and draw meaningful conclusions to inform decision-making.

- Demonstrated ability to collaborate effectively with colleagues, stakeholders, and external partners to achieve common goals.

- Ability to adapt to changing priorities and environments, with a proactive and flexible approach to work.

- A commitment to Buttle UK’s mission and values, with a passion for addressing issues related to poverty, inequality, and social justice.

- Willingness to engage in ongoing learning and professional development to enhance skills and knowledge in impact and evaluation practices.

**Desirable Criteria:**

- Previous experience working in the charity sector or with vulnerable populations, particularly children and young people, is desirable.

- Experience in project management, including planning, implementation, and evaluation of programs or initiatives.

- Knowledge of a range of research methodologies and techniques, including survey design, sampling methods, and data collection techniques.

- Familiarity with impact measurement frameworks, theories of change, and evaluation methodologies.

- Experience working remotely or in a hybrid work environment, managing tasks and communication effectively in virtual settings.
Buttle UK
Theory of Change

TO PROMOTE
Improved social & emotional wellbeing & increased capacity to engage in education.

TO ENSURE
Home
Children & young people are growing up in a safe & nurturing place that meets their learning and development needs

Wider Community
Children & young people access activities that promote wellbeing and learning and build support networks

TO PROVIDE
The items & activities that we expect all children to have & the extra resources that can help to overcome crisis & unlock opportunities.

BY FUNDING
Chances for Children
Individually tailored grants that invest in children & young people’s present & future lives.

WE SUPPORT
Children & young people living in poverty & crisis.

Our Commitment to Equity, Diversity & Inclusion.

We welcome applications from anyone regardless of their age, experience, disability, ethnicity, heritage, sexuality, gender and socio-economic background. We particularly encourage applications from black, Asian, and minority ethnic candidates as these groups are strongly supported in our grant-making but underrepresented within our organisation.

To support anyone looking to apply to work for us we commit to:

• Paying for childcare for the hours in and around the interview process;
• Paying for your travel costs to the office and back for interviews if these are held in person;
• Making any reasonable adjustments to support your needs in the application and interview process.

Read more about our commitment to equity, diversity and inclusion across our organisation here.
For further information about our grant programmes and wider work please access the following:

**READ:**
- The history of Buttle UK
- Annual review and accounts
- Our 2020-2025 strategy
- Our latest Impact Report
- Our State of Child Poverty 2023 report
- The story of others that have benefited from Chances for Children grants

**WATCH:**
- A video explaining our Chances for Children grants

**LISTEN:**
- Our range of podcasts we have produced highlighting the issues and challenges children in crisis are facing today

**Our Benefits**
- Salary: Grade 6 - £28k - £30k
- Full time working hours - 35hr week and open to a job share.
- Flexible working conditions, the current SMT generally come to the office in London, Victoria two days a week.
- Generous annual leave entitlement – 28 days plus Bank Holidays on a pro-rata basis
- Employer contribution to pension scheme – 7% and salary sacrifice offered
- Life assurance scheme
- Enhanced maternity/paternity leave
- Enhanced sick pay

- Employee Assistance Programme: counselling and support for staff members wellbeing
- 2 volunteering days per annum
- Career growth and development opportunities through our commitment to learning
- Other financial benefits: interest free season ticket loan provision; eye test payment and up to £100 payment to purchase glasses; access to CycleScheme
- Please see full benefits package attached [here](#).
How to Apply

To apply for the role, please apply directly via the listing on CharityJob.

Accessibility is incredibly important to us here at Buttle UK. If you would like any accessibility amendments or support throughout the application and interview stage, please don’t hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process.

Recruitment Timetable

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing date for applications</td>
<td>Friday 17th May</td>
</tr>
<tr>
<td>Shortlisting completed by</td>
<td>W/c 20th May</td>
</tr>
<tr>
<td>Interviews</td>
<td>W/c 27th May</td>
</tr>
</tbody>
</table>

The appointment will be made subject to satisfactory references.
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@buttleuk

Registered Charity No - 313007
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