Evaluation Assistant
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Evaluation Assistant</th>
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<tbody>
<tr>
<td>Location</td>
<td>3 Bath Place, London EC2A 3DR. MyBnk operates a hybrid working set up to allow for some regular working from home up to 3 days a week as per arrangement.</td>
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<td>Duration</td>
<td>Permanent, Full-Time. Near full-time applications will be considered</td>
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<td>Salary</td>
<td>£25-26k depending on experience</td>
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<td>Closing Date</td>
<td>Monday 7th February</td>
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<td>Interviews to be held face to face at 3 Bath Place, London, EC2A 3DR, subject to Covid restrictions.</td>
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Background

MyBnk is a UK charity that delivers expert-led financial education programmes to 5-25-year olds in schools and youth organisations – directly, virtually, and online. Our mission is to empower young people to take charge of their future by bringing money to life.

Together with young people, we have created innovative, high impact and high energy workshops that bring money to life. Our experts help to build young people’s money knowledge, skills, mindsets, and habits at key transitional moments. By spend, we are the UK’s largest specialist charity dedicated to this cause.

MyBnk covers topics such as saving, budgeting, debt, independent living, and public and student finance. We also design projects and training programmes for others. Since 2007 we have helped over 275,000 young people learn how to manage their money.
Our programmes focus on helping:

- **The very young** – When habits are set
- **Aged 11-16 increasingly engaging with money** – Preparing for the future
- **Young adults in the greatest need** – Who cannot afford mistakes
- **All young adults entering independence** – Making choices now

The Role

Background

MyBnk are a leader in delivering effective financial education for young people. A significant part of our success is built upon rigorous evaluation. We conduct significant research studies at scale using quantitative and qualitative methods to continuously improve our work. We work collaboratively with external consultants and produce research studies in-house. Efforts are spread across impact evaluation of programmes, process evaluation and insight studies to further understand what works. Maintaining and growing our evaluation activities is a core part of MyBnk’s Vision 2024.

Overview

The Evaluation Assistant role will be one part of a three person evaluation team. You will play a central role in managing MyBnk’s evaluation systems including survey tools, databases, planning documents and analysis spreadsheets. You will conduct work across the majority of MyBnk’s evaluation projects and have varied opportunities to work on planning frameworks, quantitative and qualitative data, conducting interviews and focus groups, analysis and report writing. The role will require both strong team and independent working.

Responsibilities

- Be responsible for MyBnk’s internal evaluation systems, including surveys, evaluation databases and tools. Help design and develop our ambitions towards using more live data.
- Regularly conduct evaluation activities including planning activities including survey & interview design, data gathering, managing data, analysis and report writing.
- Liaise with internal teams, trainers, and evaluation consultants on the delivery of evaluation projects
- Assist the development and implementation of MyBnk’s wider evaluation plans
- Own, design and implement research projects
- Conduct focus groups and interviews with participants and teachers. Planning and deciding on
- Attend and network at relevant events
Keep up to date with relevant research publications in our sector and with latest developments in research methods and evaluation, bringing in new ideas to help us innovate our evaluation systems.

Person Specification

We want to ensure that our staff represent the young people they support so they can provide meaningful, authentic education opportunities. We therefore encourage applications from those with lived experience of disadvantage. MyBnk will not discriminate, ensuring that each candidate is assessed only in accordance with ability to perform the role.

We are looking for a self-starter with a passion for financial education and levelling the playing field. Someone who is results-oriented and able to move things forward.

You must:

- Be experienced in conducting evaluation activities. Qualifications in this area or equivalent relevant experience are preferable
- Possess strong IT skills, with familiarity of Salesforce an advantage
- Strong data management skills – both quantitively and qualitatively
- Be highly organised, and a quick learner
- Have experience of managing small scale projects and independent activities
- Have good written, numeracy and presentation skills
- Knowledge or experience of working with young people is an advantage
- Can prioritise, multi-task and work to deadlines
- Have strong organisational, administrative, IT and time management skills
- Uphold the MyBnk values of #youthattheheart and #impact based interventions in your decision-making
- Have the right to live and work in the UK

Inclusivity

MyBnk is dedicated to building an inclusive culture and working environment that promotes a sense of safety and belonging for our staff to feel supported to achieve their potential.

We know there is further to go and so we have established an Anti-Racism Committee, which works with the wider MyBnk team to ensure that we are listening, learning, and constantly evolving to root out and tackle racism in all its forms.

MyBnk will not discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, neurodiversity, cultural or religious beliefs. Reasonable adjustments to the recruitment
process will be made to ensure that no applicant is disadvantaged because of their disability.

Application process

Please send a CV and covering letter to jobs@mybnk.org. Also state if you have particular contract preferences including availability.

Any questions?

If you have further questions about this role, please contact Steve Korris, Director of Delivery, at steve@mybnk.org