

# THE CONSTABLE CARE CHILD SAFETY FOUNDATION (INC.)



## POSITION DESCRIPTION

<b>Position Title:</b>	Evaluation and Research Coordinator
<b>Nature of Position:</b>	Fixed Term Part Time – 12 month contract
<b>Position Reports To:</b>	Chief Executive Officer
<b>Position Works Closely With:</b>	Arts & Education Manager, Marketing and Communications Manager, Finance Manager, Safety School Coordinator
<b>Reporting To This Position:</b>	None
<b>Effective Date:</b>	1 October 2017
<b>Primary Function</b>	<ol style="list-style-type: none"><li>1. Designs, implements and reports on evaluation and research activities across the Foundation's programs in order to demonstrate outcomes for participants and stakeholders.</li><li>2. Undertakes formative evaluation and research to inform the development of new or proposed services.</li></ol>

### Key Responsibilities of the Position

1. Liaises with service delivery staff and key stakeholders to ensure that evaluation design is appropriate, timely and efficient.
2. Designs, validates and pilots appropriate process, impact and outcome measures for all CCCSF programs and services as directed.
3. Coordinates data collection processes for all program evaluation to ensure a valid and reliable dataset is obtained.
4. Stays abreast of research around innovative, best practice approaches to evaluating arts, community engagement and education programs, using both qualitative and quantitative evaluation data.
5. Writes evaluation reports on the range of CCCSF programs based on evaluation data gathered.

6. Undertakes formative evaluation research to inform the development of new CCCSF programs and services, including literature searches, focus groups and pilot evaluations.

### **Key Requirements for the Position**

1. A recognised qualification in education, health promotion, arts, community development or similar.
2. Demonstrated extensive experience in the evaluation of education, health promotion, arts or community development programs, ideally in a tertiary setting.
3. Demonstrated skills in conducting research and report writing.
4. Demonstrated ability to develop surveys and evaluation tools that are appropriate for community programs and services.
5. Exceptional written and verbal communication skills.
6. Demonstrated ability to work effectively within a small team environment.
7. Possession of / capacity to obtain a current “Working with Children” card.
8. Willingness to sign a photographic/video media release.
9. A demonstrated empathy for the values of the organisation.