

# Job Description

<b>Job title</b>	<b>Impact Manager</b>
<b>Reporting to</b>	Head of Research and Impact
<b>Staff responsibility</b>	None
<b>Location</b>	Remote, Swindon

## What we do

Working in over 200 countries and territories, Bible Society is a charity on a global mission to bring the Bible to life for everyone. We believe that when people engage with the Bible lives can be changed, for good.

## Summary of role

The Impact Manager role is central to ensuring that Bible Society understands and can demonstrate the impact it is making in the world. By embedding impact measurement and learning at the core of our activities, projects and programmes, the role holder will ensure that Bible Society develops and maintains an evidence-based culture across our service.

## Main responsibilities

- Work with project leads and other colleagues to embed Bible Society's impact framework as initially developed by the Transformational Index across Bible Society's national work
- Deliver and manage a diverse impact measurement portfolio that informs both our strategic priorities and operational delivery
- Oversee and analyse the impact and learning data derived from the implementation of projects and programmes, using this to inform continuous improvement of our services
- Collaborate with colleagues to gather the lessons learned and ensure that they are fed back into future project and programme strategy
- Undertake analysis of impact data using qualitative and quantitative research methods, enabling Bible Society to evaluate its activities in relation to the impact framework
- Support the Head of Research to report regularly on the impact framework to the leadership team and trustees
- Present findings and strategic recommendations from impact analysis with project leads and the charity as a whole, using verbal, written and visual approaches as appropriate

- Support the development of an internal culture which is empowered by learning, reflection and research excellence across the organisation

### **General**

- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings and departmental meetings as required

## **Who we need**

### **Qualifications, Knowledge, Experience and Skills**

- A degree (or equivalent professional experience) with a strong emphasis on research methodology. Social Sciences would be advantageous for this role
- Experience of designing, implementing and embedding impact measurement frameworks across diverse projects
- Strong analytical skills and familiarity with qualitative and quantitative approaches to research and impact measurement
- Experience of training others and upskilling across an organisation
- Basic knowledge of contemporary Christianity and religious trends in Britain or a strong willingness to learn
- Ability to work individually as well as functioning as part of a team
- Excellent organisational skills with the ability to manage and prioritise a range of tasks when facing competing deadlines
- Excellent written and verbal communication skills (including confidence to present)
- Excellent interpersonal and influencing skills
- High attention to detail
- IT skills including MS Word, Excel and Outlook. Willingness to learn NVivo (if not already known)

### **Personal attributes**

- A passion for helping others through great research and excellent communication
- A creative problem solver with a curious mind
- Good at working to deadlines
- Willing and able to travel nationally on occasions
- An interest in understanding religious belief, what motivates people and communications

## Culture and character

### Culture

We are committed to building on our unique culture, which is based on an inclusive Christian faith and positive management and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

**Prayerful** – we're honest, attentive and humble, because we work in the sight of God

**Imaginative** – we're experimental, creative and dynamic, because we're made in the Creator's image

**Bold** – we're willing to work hard and face hard questions, because we trust each other

**Skilful** – we study, learn and practise, making the effort to serve others with our best

**Joyful** – we enjoy our work and seek to build others up, because we're designed to flourish together

### Character

As well as recruiting for talent, experience and expertise we are also very interested in the character of our staff and would like to know how you demonstrate the following:

**Character for leadership** – you will be self-aware and know what it takes to connect well with others, which will enable you to inspire, challenge and support them.

**Character for teamwork** – you will demonstrate strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

**Character for followership** – you will recognise our organisational structure, vision and mission and will constructively and proactively support these so we operate effectively.

**Date produced:** October 2021

**Updated:**

**Bible Society**  
Stonehill Green, Westlea, Swindon SN5 7DG  
Registered charity 232759  
01793 418100  
biblesociety.org.uk  
Patron: Her Majesty the Queen