

Job Description

Job Title: Learning Officer

Department: Leicester Ageing Together (LAT)

Reports to: LAT Programme Lead

Primary Objectives

1. To coordinate and support the programme's learning and evaluation function, working with the Leicester Ageing Together core team and partners, other research institutions and consultants as appropriate.
2. To maximise learning from all aspects of Leicester Ageing together, including via the Common Measurement Framework (CMF), developing mechanisms and processes for capturing and sharing learning and evidence from Leicester Ageing Together as required.
3. To develop LAT research evidence and learning into a range of 'products' or information sharing formats that can be easily understood and disseminated to a broad range of audiences, including researchers, service commissioners and providers, the third sector and older people.

Main duties and responsibilities

4. To ensure the delivery of a range of research, evaluation and learning work to be undertaken in respect of LAT, by academic institutions, consultants and others, in line with an established work programme



Leicester
Ageing
Together

5. Develop the mechanism and processes to capture and share learning and evidence from Leicester Ageing Together by:
 - Developing and maintaining effective systems for the capturing of learning from delivery partners
 - Leading on the development of the programme of Leicester Ageing Together Learning Events
 - Maintaining the Learning Portal, ensuring that content policies and protocols are adhered to and that the quality of content is maintained
 - Producing a range of materials and reports to summarise and share the learning from Leicester Ageing Together
 - Ensuring that learning and evidence from Leicester Ageing Together is disseminated to local and national stakeholders, including other Ageing Better areas and Big Lottery Fund
 - Work with the Programme Lead and others to identify new opportunities to share learning and evidence from Leicester Ageing Together

6. Maximise evidence and evaluation from Leicester Ageing Together Delivery Partners by:
 - Working with the LAT staff to ensure that delivery partners are fulfilling contractual obligations relating to monitoring and evaluation
 - Supporting the LAT Community Researchers and local evaluation team to undertake bespoke evaluation of LAT projects
 - Supporting work to maximise returns of the Common Measurement Framework (CMF) data



- Ensuring that all CMF data entered onto the national website is robust and quality checked
- Be the first point of contact for evaluation enquiries from LAT delivery partners Provide a range of general and focussed evaluation reports based on CMF and other data held on the LAT local system and Ecorys database

Additional duties

- To identify potential new sources of income in conjunction with the Programme Lead
- To develop and update policies, procedures and guidelines as required
- To undertake other duties that may be assigned from time to time.
- To manage risk positively
- To act within the law at all times
- To work flexibly including additional hours from time to time to meet the requirements of the Job, this may include some unsocial hours working.
- To act as an ambassador for the Leicester Ageing Together programme and Vista. To work within the values, beliefs and policies of both Leicester Ageing Together and Vista at all times and to promote these to service users, carers and other stakeholders.
- To promote positive images of ageing and work to dispel negative stereotypes of older people
- To take part in line management supervision and appraisal as required.
- To undertake other tasks commensurate with the position as required.

Person specification

Knowledge, Skills, Qualifications & Experience:

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> • Master degree • Two years' experience of research work 	PhD
Knowledge & Experience	<ul style="list-style-type: none"> • Extensive knowledge of a range of research tools, methodologies and techniques, including qualitative and quantitative • Knowledge of areas of work relevant to the role, including: • Knowledge of the health and social care landscape • Knowledge of the voluntary sector • Demonstrable experience of project managing research projects and delivering high quality insight • Experience of translating research evidence into non-academic research outputs • Experience of using research software e.g. SPSS, NVivo 	<ul style="list-style-type: none"> • Experience of working with a range of research settings • Experience of working with health and social care colleagues • Experience of working in the voluntary sector
Skills/Ability	<ul style="list-style-type: none"> • Ability to analyse and interpret complex data and information • Proven planning and organisation skills • Proven analytical and problem solving skills • Ability to work creatively and adaptably, with the ability to switch 	<p>Marketing and promotion skills</p> <p>Use of Zotero or other reference management software</p>



	<p>focus and approach responsively and dynamically to challenges presented</p> <ul style="list-style-type: none">• Ability to interpret processes and apply as appropriate• Excellent interpersonal and communication skills, with ability to write for and present to a non-academic audience• Ability to 'translate' between academic and non-academic organisations• Self-motivation and self-management• Ability to supervise the work of interns	
Other	<ul style="list-style-type: none">• Ability / willingness to travel across Leicester	Ability / willingness to work out of hours on an occasional basis with notice