



QuIP® PROJECT MANAGER (FULL TIME)

JOB DESCRIPTION

Bath Social & Development Research (BSDR) is seeking a highly motivated and organised project manager, with experience in monitoring & evaluation to join a small and pioneering company. We are a social enterprise with a broad remit to provide research, training, advisory and consultancy services to promote sustainable local, national and global development, wellbeing and social justice. Since its formation in 2016, BSDR has specialised in social impact assessment using an innovative evaluation approach called the Qualitative Impact Protocol, or QuIP®. Our clients include large and small international development NGOs, consulting firms, local government organisations, corporate social responsibility teams and social impact investors.

BSDR was set up at the initiative of staff from the [Centre for Development Studies \(CDS\)](#) at the University Bath, and aims to complement and enhance its research and policy engagement. Our current strategy is to use the QuIP® as a means to promote improved impact evaluation and learning, particularly in the field of international development. We do this by offering training, consultancy and advisory services to support use of the QuIP®: both conducting studies ourselves, and supporting others to do so. We collaborate with a growing network of consultants, researchers and evaluators across Europe, Latin America, Africa and Asia. BSDR has a non-distribution clause that ensures all profits are reinvested in pursuit of its social mission.

The new position offers an exciting opportunity to join BSDR at a time of growth and development and be part of a movement to change perceptions and use of qualitative research. We are ideally looking for someone who has social research skills and first-hand experience of monitoring and evaluation, but above all a keen appetite to learn more and to be a proactive member of a small team. You will be an independent worker who is committed to helping BSDR raise the profile of the QuIP® and other qualitative approaches to impact evaluation within the evaluation sector, both in the UK and internationally. This will entail bidding for, designing and managing qualitative impact assessment studies, undertaking qualitative analysis, writing high quality reports, and providing training and specialist advice.

Main Responsibilities

Project management and delivery of QuIP studies (~60%):

- Identify and respond to opportunities to bid for studies, selecting the right mix of approaches for each study and adapting the QuIP® as required.
- Act as the main point of contact with commissioners, from inception to delivery.
- Budget QuIP® studies accurately and manage contracting, with support from the BSDR director.
- Recruit and train local field teams (in-country) and manage data collection remotely.
- Undertake qualitative data coding and analysis, and triangulation with quantitative data, if required.
- Write high quality final reports and present findings at workshops and/or meetings where required by commissioners.
- Recruit and manage internal and external consultants where required to deliver high quality studies within budget, editing the quality of external data analysis and report writing.

Research and development (~20%):

- Work to raise the profile of BSDR and QuIP® within the evaluation sector - networking, writing and presenting in appropriate publications, conferences and networks.
- Support the continuing development of QuIP® data analysis, including new data visualisation options, bespoke customer metrics and meta data analysis.
- Drive the continuing adaptation of the QuIP® to different sectors, including international NGOs, the UK voluntary sector, private social impact investing & corporate social responsibility.
- Identify opportunities for expanding and increasing the impact of our work including consultancy, training and other forms of capacity building.

QuIP training and accreditation (~10%):

- Support the development and rollout of QuIP® training courses for Lead Evaluators, Lead Field Researchers and Analysts – in the UK and overseas.
- Support our growing network of accredited evaluators and field teams following training, providing guidance and feedback.

Management of BSDR (~10%):

- Contribute to BSDR's communications (blogs, newsletter, website, papers, events, etc.)
- Support and develop knowledge management practices within the organisation.
- Perform other reasonable duties in support of the organisation as requested by the line manager

Person Specification

Essential qualification, skills and experience:

- At least two years' practical experience of planning and managing development projects and/or working in monitoring and evaluation within international development.
- Prior experience and understanding of qualitative methods.
- A relevant Masters in the Social Sciences.
- Experience of writing proposals and managing budgets.
- Microsoft Excel and data visualisation skills, as well as the aptitude and appetite to enhance them.
- Advanced writing and editorial skills.
- Efficient record keeping.
- Excellent team management and collaboration skills.
- Fluent English and an ability to write clearly and concisely for different audiences including academics and practitioners.

Desirable qualifications, skills and experience:

- Experience of bid development and writing.
- Track record of preparing and monitoring budgets.
- A relevant PhD.
- Proficiency in a second language.
- Experience and/or understanding of the QuIP® approach.

Essential attributes:

- Self-motivated and confident individual able to work independently.
- Ability to prioritise and manage multiple projects and client relationships.
- Availability to undertake international travel.
- Ability to lead training events and facilitate workshops.
- Adaptable, flexible and willing to take on new challenges.
- Commitment to BSDR's mission and values.

Other information

- The minimum general working hours are 37.5 hours a week
- The post-holder will be required to commit to international travel as part of training and consultancy assignments.
- This post is subject to a six month probation period.
- Salary will be dependent on qualifications and experience.
- The post is office-based at a co-working space in central Bath, but there is flexibility to work from home as appropriate.
- The post holder will not be able to engage in any freelance consultancy work outside of this role which could be considered to be a conflict of interest with BSDR's work, including use of the QuIP methodology.

To apply:

Please submit a covering letter of no more than one A4 page explaining your interest in the role and your salary expectations, as well as your CV (maximum four A4 pages) by 7th September. Only shortlisted candidates will be notified. They will be required to submit an example of their written work before interviews.

To apply - or for an informal discussion about the role - please contact Fiona at: fiona@bathsdr.org