



Cyngor Gwasanaethau Gwirfoddol Sir
Ddinbych
Creu Cymunedau Cryf trwy Weithredu
Gwirfoddol

Denbighshire Voluntary Services Council
Building Resilient Communities through
Voluntary Action



Cefnogi Trydydd
Sector **Cymru**
Third Sector
Support **Wales**

JOB DESCRIPTION

JOB TITLE	Impact and Evaluation Officer
SALARY	Salary Scale Point 26 - £23,866 per annum plus 8% pension contribution (pro rata)
HOURS	15 hours per week
DURATION	Subject to annual funding review
EMPLOYER	Denbighshire Voluntary Services Council (NEWVOL)
REPORTING TO	Chief Executive Officer
Responsible for	Volunteers (as appropriate) and other team members as directed
LOCATION	Ruthin and outreach locations

1. AIM

To ensure that DVSC measures and evaluates its impact and that of the sector, and provides impact and evaluation services to external stakeholders.

The role will support, develop and deliver a rigorous impact and evaluation framework for DVSC's Dementia Aware Community Led Programme and other DVSC funded projects and programmes, maintaining and improving internal quality assurance activities, and preparing accessible reports for public consumption that highlight the impact of our work.

2. MAIN TASKS

Evaluating impact

2.1 To **develop and implement a monitoring and evaluation framework** across all DVSC's projects;

2.2 To **work with staff to establish**, and then periodically **review**, clearly defined and **measurable outcomes for each project** DVSC undertakes;

2.3 To **work with the delivery staff to establish**, and then periodically **review**, **systems for capturing data that allows progress against the agreed outcomes** to be measured;

2.4 To **set the standard of data capture required** within the organisation, and ensure that staff are capturing the required data and consistently meeting the data quality standards through a training programme for staff;



2.5 To **take responsible for commissioning research and evaluation work** from third parties when required, and to manage this relationship with such individuals, organisations or academic departments to ensure that the work meets a set of pre-agreed objectives;

2.6 To **lead on the commissioning and management of external evaluators or research teams** for particular projects, as required;

Service user insight

2.7 To **develop an overarching impact and evaluation framework that ensures all service user insight is collated** centrally with a programme performance report shared with the Senior Management team;

2.8 To **analyse corporate data on a regular basis and report to the senior management team** to ensure that this insight is used to inform the development of Citizen or User Voice models and methodology and to inform business development activities;

2.9 To **gather feedback from service beneficiaries** and DVSC stakeholders to inform business planning, and inform service relevant team members, including the Training Coordinator about the needs of beneficiaries;

2.10 To **work with the team so that service user insight can be used as part of the internal quality assurance mechanism for programme and service delivery**;

Presenting analysis and production of reports

2.11 To **analyse the data generated by monitoring and evaluation processes, and present management information** for delivery staff, senior management, and the Board that measures performance against agreed outcomes and targets;

2.12 To **generate data in a format agreed with the Management Team for reports to funders** or supporters, or in the production of funding applications and bids;

2.13 To **take the lead in producing data and analysis on the impact of DVSC programmes** and activities to be included in the organisation's Annual Report, and any other impact reports, suitable for a variety of internal and external audiences;

Business development and partnerships

2.14 To **lead on the production of competitive proposals for external research and evaluation projects** which generate income and to work with partner organisations to manage and deliver contracts secured;

2.15 To **manage existing and develop new partnerships in relation to impact and evaluation** with organisations, and individuals who align with DVSC's values;



Commissioned consultation projects

2.16 To **liaise with clients to ensure that consultation projects are clearly defined and the data collected meets their needs;**

2.17 To **design instruments and tools for consultation projects** DVSC are commissioned to undertake;

2.18 To **oversee data collection and analysis of this data** (qualitative and quantitative);

2.19 To **take the lead on producing reports for clients and any other reporting requirements**, such as presentations;

Admin & Reporting

2.20 To **attend and participate in regular DVSC meetings** to discuss progress and develop actions and external meetings as required;

2.21 To **complete management reports, and reports for funders, detailing work undertaken on a regular basis** in line with programme specific and core funding agreements and DVSC KPIs;

2.22 To **represent DVSC at local, regional and national infrastructure meetings of Third Sector Support Wales with regard to specific areas within the post holder's brief** and any other aspect of the work of DVSC as agreed and directed by the Management Team, on an as needs basis;

2.23 To **ensure that all activities relate to and comply with DVSC's policies and procedures**, with particular emphasis on confidentiality, and data protection, lone working, safeguarding policy, health and safety procedures for DVSC office, events and outreach activity;

2.24 To **undertake any other duties consistent with the effective operation of DVSC** working in a flexible way when the occasion arises so that tasks, which are not specifically covered in the job description, are undertaken, as directed by the Enterprise Lead or Management Team, including deputising as and when required for the Management Team;

2.25 In line with the core role, **to assess and take responsibility for one's own impact and performance**



3. PERSON SPECIFICATION

Impact and Evaluation Officer	Essential	Desirable
3.1 Qualifications / Education		
3.1.1 Good standard of education to GCSE level	✓	
3.1.2 Relevant qualifications in research methods and data analysis or interest in developing expertise in qualitative and quantitative research methods		✓
3.2 Experience		
3.2.1 Experience of working in Community Development within local communities	✓	
3.2.2 Experience of research and evaluation in the area of wellbeing, community resilience, or asset based community development	✓	
3.2.3 Experience of managing and delivering evaluation projects to support policy development and service delivery, including experience of managing external contractors to deliver successful projects		✓
3.2.4 Experience of conducting literature reviews and effectively synthesising information from a wide range of sources to make clear, concise conclusions		✓
3.2.5 Experience of conducting research with individuals and groups of differing abilities and cultures, and a good understanding of the methodological and ethical issues involved	✓	
3.2.6 Experience of or an understanding of theory of change, social value and social return on investment methodologies	✓	
3.2.7 Experience and knowledge of utilising IT systems to measure, monitor and evaluate voluntary activity.		✓
3.2.8 Experience of using evaluation, evidence and learning to support improvement in policy and practice	✓	
3.3 Knowledge		
3.3.1 Knowledge and understanding of community development, voluntary action and campaigning at a local, regional and national level and how this can be used to improve the volunteer offer in Denbighshire.	✓	
3.3.2 Knowledge and application of the PQASSO standard and accreditation process for good governance.		✓



3.3.4 Knowledge of Asset Based Community Development practices and co-production	✓	
3.3.5 Knowledge of Dementia and individuals living with Dementia (Or the commitment to close your knowledge gap in the 1 st month of employment)	✓	
3.3.6 Knowledge of Good Governance	✓	
3.4 Skills/Abilities		
3.4.1 Excellent communication skills when working with a range of stakeholders, volunteers with additional support needs and different abilities and their support agencies.	✓	
3.4.2 Ability to demonstrate accurate extraction and analysis of relevant information from diverse sources and complex datasets, using Excel for example		✓
3.4.3 Ability to produce concise written reports, training information and promotional information about volunteering which is accessible to a range of audiences	✓	
3.4.4 Ability to work on an outreach basis using own initiative with minimal supervision but also as part of a team, internally and externally.	✓	
3.4.5 Ability to work under pressure and to meet set targets with tight deadlines.	✓	
3.4.6 Proven ability to communicate complex and technical information in an engaging and accessible way to influence a variety of audiences		✓
3.4.7 Excellent communication/presentational skills	✓	
3.4.8 Good negotiating skills		✓
3.4.9 A good understanding of the causes of conflict and the ability to manage conflict situations if these arise.		✓
3.4.10 Ability to use IT systems including familiarity with Social Media and all Windows based packages	✓	
3.4.11 Excellent interpersonal skills for working with a range of organisations at different levels	✓	
3.4.12 Ability to develop, and manage projects and exit strategies		✓
3.5 Personal		
3.5.1 Show a commitment to working towards the DVSC Mission, aims and values and within established policies and procedures.	✓	
3.5.2 Evidence of being a volunteer and an active community member.		✓



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3.5.3 Commitment to lifelong learning and continuous professional development.	✓	
3.5.4 Have a willingness to attend out of hours meetings and to travel to meetings if required.	✓	
3.5.5 Have access to own transport, insured for business usage	✓	
3.6 Language		
3.6.1 Empathy with Welsh language and culture	✓	
3.6.2 Commitment to speak Welsh or willingness to learn Welsh		✓

I agree the above job description and person specification appear to be a true reflection of my duties and responsibilities at DVSC.

Signed:..... Date:.....

Countersigned by Line Manager:

I agree I have discussed the job description and person specification with and am satisfied that it accurately describes the duties and responsibilities attached to the post.

Signed:..... Date:.....



DISGRIFIAD SWYDD

TEITL Y SWYDD	Swyddog Effaith a Gwerthuso
CYFLOG	Graddfa Gyflog Pwynt 26 - £23,866 y flwyddyn + cyfraniad pensiwn 8% (pro rata)
ORIAU	15 awr yr wythnos
CYFNOD	Yn ddarostyngedig i adolygiad cyllido blynyddol
CYFLOGWR	Cyngor Gwasanaethau Gwirfoddol Sir Ddinbych (NEWVOL)
YN ADRODD I'R	Prif Weithredwr
YN GYFRIFOL AM	Wirfoddolwyr (fel bo'n briodol) ac aelodau eraill y tîm, yn unol â chyfarwyddiadau
LLEOLIAD	Rhuthun a lleoliadau allgymorth

4. NOD

Sicrhau bod Cyngor Gwasanaethau Gwirfoddol Sir Ddinbych (CGGSDd) yn mesur ac yn gwerthuso ei effaith ac effaith y sector, ac yn darparu gwasanaethau effaith a gwerthuso i randdeiliaid allanol.

Bydd y rôl yn cefnogi, datblygu a darparu fframwaith effaith a gwerthuso drwyadl i Raglen Deall Demensia dan arweiniad y Gymuned CGGSDd a phrosiectau a rhaglenni eraill a gyllidir gan CGGSDd, cynnal a gwella gweithgareddau sicrwydd ansawdd mewnol a pharatoi adroddiadau hygyrch ar gyfer y cyhoedd sy'n tynnu sylw at effaith ein gwaith.

5. PRIF DASGAU

Gwerthuso'r Effaith

2.1 **Datblygu a gweithredu fframwaith monitro a gwerthuso** ar draws holl brosiectau CGGSDd;

2.2 **Gweithio gyda staff i sefydlu**, ac yna **adolygu'n gyfnodol ddeilliannau mesuradwy** ac wedi'u diffinio'n glir ar gyfer pob prosiect mae CGGSDd yn ei weithredu;

2.3 **Gweithio gyda'r staff cyflawni prosiectau i sefydlu**, ac yna **adolygu'n gyfnodol y systemau casglu data sy'n caniatáu mesur y cynnydd yn erbyn y deilliannau cytunedig**;

2.4 **Pennu'r safon casglu data sy'n ofynnol** yn y sefydliad, a sicrhau bod staff yn casglu'r data sy'n ofynnol ac yn bodloni'r safonau ansawdd data yn gyson trwy gyfrwng rhaglen hyfforddiant i'r staff;



2.5 Cymryd cyfrifoldeb am gomisiynu gwaith ymchwil a gwerthuso gan drydydd partïon pan fo angen, a rheoli'r berthynas hon gydag unigolion o'r fath, sefydliadau neu adrannau academiaidd i sicrhau bod y gwaith yn bodloni set o amcanion a gytunwyd ymlaen llaw;

2.6 Arwain ar gomisiynu a rheoli gwerthuswyr allanol neu dimau ymchwil ar gyfer prosiectau penodol, fel bo angen;

Mewnwelediad defnyddwyr gwasanaethau

2.7 Datblygu fframwaith effaith a gwerthuso trosfwaol sy'n sicrhau bod yr holl fewnwelediad ac adborth gan ddefnyddwyr gwasanaethau'n cael ei gasglu'n ganolog gydag adroddiad perfformiad rhaglen yn cael ei rhannu gyda'r Uwch Dîm Rheoli;

2.8 Dadansoddi data corfforaethol yn rheolaidd a chyflwyno adroddiadau i'r uwch dîm rheoli i sicrhau y defnyddir yr adborth hwn i hysbysu datblygiad modelau a methodolegau Llais y Defnyddiwr neu Llais y Dinesydd a dylanwadu ar weithgareddau datblygu busnes;

2.9 Casglu adborth gan fuddiolwyr gwasanaethau a rhanddeiliaid CGGSDd i hysbysu'r broses cynllunio busnes a hysbysu aelodau tîm gwasanaethau perthnasol, yn cynnwys y Cydlynnydd Hyfforddiant, ynghylch anghenion buddiolwyr;

2.10 Gweithio gyda'r tîm fel y gellir defnyddio adborth defnyddwyr gwasanaethau fel rhan o'r mecanwaith sicrwydd ansawdd mewnol ar gyfer darparu rhaglenni a gwasanaethau;

Cynhyrchu adroddiadau a chyflwyno dadansoddiadau

2.11 Dadansoddi'r data a gynhyrchir gan y prosesau monitro a gwerthuso, a chyflwyno gwybodaeth reoli i staff sy'n cyflawni prosiectau, uwch reolwyr a'r Bwrdd, sy'n mesur perfformiad yn erbyn y deilliannau a'r targedau a gytunwyd;

2.12 Cynhyrchu data mewn fformat y cytunwyd arno gyda'r Tîm Rheoli ar gyfer adroddiadau i gyllidwyr neu gefnogwyr, neu wrth gynhyrchu ceisiadau ac ymgeisio am grantiau;

2.13 Arwain at gynhyrchu data a dadansoddiadau ar effaith rhaglenni a gweithgareddau CGGSDd i'w gynnwys yn Adroddiad Blynnyddol y sefydliad, ac unrhyw adroddiadau effaith eraill, yn addas ar gyfer amrywiaeth o gynulleidfaoedd mewnol ac allanol;

Datblygu busnes a phartneriaeth

2.14 Arwain ar gynhyrchu cynigion cystadleuol ar gyfer prosiectau ymchwil a gwerthuso allanol sy'n cynhyrchu incwm a gweithio gyda mudiadau partner i reoli a chyflawni'r contractau a enillwyd;



2.15 Rheoli'r partneriaethau sy'n bodoli eisoes a datblygu rhai newydd yng nghyswllt effaith a gwerthuso gyda mudiadau ac unigolion sy'n cyd-fynd â gwerthoedd CGGSDd;

Prosiectau ymgynghori wedi'u comisiynu

2.16 Cydgysylltu gyda chleientiaid i sicrhau bod prosiectau ymchwil wedi'u diffinio'n glir a bod y data a gasglwyd yn bodloni eu hanghenion;

2.17 Dylunio offerynnau a phecynnau ar gyfer prosiectau ymgynghori y comisiynir CGGSDd i'w cyflawni;

2.18 Goruchwylio casglu data a dadansoddi'r data (meintiol ac ansoddol);

2.19 Arwain ar gynhyrchu adroddiadau ar gyfer cleientiaid ac unrhyw ofynion adrodd eraill, megis cyflwyniadau.

Gweinyddiaeth ac Adroddiadau

2.20 Mynychu a chymryd rhan yng nghyfarfodydd rheolaidd CGGSDd i drafod cynnydd a datblygu gweithredoedd a chyfarfodydd allanol fel bo'n ofynnol;

2.21 Cwblhau adroddiadau rheoli, ac adroddiadau i gyllidwyr, yn rhoi manylion y gwaith a wnaed yn rheolaidd yn unol â chytundebau cyllido rhaglenni penodol a chyllid craidd ac yn unol â Dangosyddion Perfformiad Allweddol CGGSDd;

2.22 Cynrychioli CGGSDd mewn cyfarfodydd seilwaith lleol, rhanbarthol a chenedlaethol Cefnogi Trydydd Sector Cymru o ran meysydd penodol sy'n rhan o gyfrifoldeb deilydd y swydd ac unrhyw agwedd arall o waith CGGSDd fel y cytunwyd ac yn unol â chyfarwyddiadau'r Tîm Rheoli, ar sail pan fo angen;

2.23 Sicrhau bod yr holl weithgareddau'n berthnasol i ac yn cydymffurfio gyda pholisïau a gweithdrefnau CGGSDd, gyda phwyslais penodol ar gyfrinachedd, diogelu data, gweithio ar eich pen eich hun, y polisi diogelu, gweithdrefnau iechyd a diogelwch swyddfa, digwyddiadau a gweithgareddau allgymorth CGGSDd;

2.24 Cyflawni unrhyw ddyletswyddau eraill sy'n cyd-fynd â graddfa'r swydd a Chymorth i'r Sector CGGSDd, gan weithio mewn modd hyblyg pan fo angen fel bod tasgau nad ydynt wedi'u cwmpasu'n benodol yn y disgrifiad swydd yn cael eu cyflawni yn unol â chyfarwyddiadau'r Arweinydd Menter neu'r Tîm Rheoli, yn cynrychioli dirprwyo ar ran y Tîm Rheoli fel a phan fo'n ofynnol;

2.25 Yn unol â'r rôl greiddiol, asesu a chymryd cyfrifoldeb am ei effaith a'i berfformiad ei hun.



3. MANYLEB YR UNIGOLYN

Swyddog Effaith a Gwerthuso	Hanfodol	Dymunol
3.1 Cymwysterau / Addysg		
3.1.1 Safon addysg dda i lefel TGAU	✓	
3.1.2 Cymwysterau perthnasol mewn dulliau ymchwil a dadansoddi data neu ddi-ddordeb mewn datblygu arbenigedd mewn dulliau ymchwil meintiol ac ansoddol		✓
3.2 Profiad		
3.2.1 Profiad o weithio ym maes Datblygu Cymunedol mewn cymunedau lleol	✓	
3.2.2 Profiad o ymchwil a gwerthuso ym maes llesiant, cydnerthedd cymunedol neu ddatblygu cymunedol ar sail asedau	✓	
3.2.3 Profiad o reoli a chyflawni prosiectau gwerthuso i gefnogi datblygu polisi a darparu gwasanaethau, yn cynnwys profiad o reoli contractwyr allanol i ddarparu prosiectau llwyddiannus		✓
3.2.4 Profiad o gynnal adolygiadau llenyddiaeth a chasglu gwybodaeth o ystod eang o ffynonellau'n effeithiol i ddod i gasgliadau clir, cryno		✓
3.2.5 Profiad o gynnal gwaith ymchwil gydag unigolion a grwpiau o wahanol alluoedd a diwylliannau, a dealltwriaeth dda am y materion methodolegol a moesegol yn ymwneud â hyn	✓	
3.2.6 Profiad o neu ddealltwriaeth o ddamcaniaeth newid a methodolegau gwerth cymdeithasol a mesur budd cymdeithasol buddsoddiadau	✓	
3.2.7 Profiad a gwybodaeth ynghylch defnyddio systemau Technoleg Gwybodaeth i fesur, monitro a gwerthuso gweithgarwch gwirfoddol		✓
3.2.8 Profiad o ddefnyddio gwerthuso, tystiolaeth a dysgu i gefnogi gwella polisiâu ac arferion	✓	
3.3 Gwybodaeth		
3.3.1 Gwybodaeth a dealltwriaeth am ddatblygu cymunedol, gweithredu gwirfoddol, yr agenda llesiant ac ymgyrchu ar lefel leol, ranbarthol a chenedlaethol a sut y gellir defnyddio hyn i wella'r hyn a gynigir i wirfoddolwyr yn Sir Ddinbych	✓	
3.3.2 Gwybodaeth am ddefnyddio safon a phroses achredu PQASSO ar gyfer llywodraethu da		✓



3.3.4 Gwybodaeth am arferion Datblygu Cymunedol ar sail asedau a chyd-gynhyrchu	✓	
3.3.5 Gwybodaeth am ddemensia ac unigolion sy'n byw gyda demensia (Neu yr ymrwymiad i gau eich bwlch gwybodaeth yn y mis cyntaf o gyflogaeth)	✓	
3.3.6 Gwybodaeth a dealltwriaeth ynghylch llywodraethu da	✓	
3.4 Sgiliau / Galluoedd		
3.4.1 Sgiliau cyfathrebu rhagorol wrth weithio gydag ystod eang o randdeiliaid, gwirfoddolwyr gydag anghenion cymorth ychwanegol a gwahanol alluoedd a'u hasiantaethau cymorth	✓	
3.4.2 Y gallu i ddangos adnabod a dadansoddi gwybodaeth berthnasol o ffynonellau amrywiol a setiau data cymhleth, gan ddefnyddio Excel, er enghraifft		✓
3.4.3 Y gallu i gynhyrchu adroddiadau ysgrifenedig, astudiaethau achos, gwybodaeth hyfforddiant a gwybodaeth hyrwyddo cryno am wirfoddoli sy'n hygyrch i lu o gynulleidfaoedd	✓	
3.4.4 Y gallu i weithio ar sail allgymorth gan ddefnyddio ei liwt ei hun gyda'r isafswm o oruchwyliaeth ond hefyd fel rhan o dîm, yn fewnol ac yn allanol	✓	
3.4.5 Y gallu i weithio dan bwysau a chyrraedd targedau a bennwyd yn unol ag amserlenni caeth	✓	
3.4.6 Tystiolaeth o'r gallu i gyfathrebu gwybodaeth gymhleth a thechnegol mewn modd ddiddorol a hygyrch i amrywiaeth o gynulleidfaoedd		✓
3.4.7 Sgiliau cyfathrebu / cyflwyno rhagorol	✓	
3.4.8 Sgiliau negodi da		✓
3.4.9 Dealltwriaeth dda am achosion anghydfod a'r gallu i reoli sefyllfaoedd gwrthdaro o'r fath pan fo hynny'n digwydd		✓
3.4.10 Y gallu i ddefnyddio systemau Technoleg Gwybodaeth yn cynnwys bod yn gyfarwydd gyda'r cyfryngau cymdeithasol a holl becynnau Windows	✓	
3.4.11 Sgiliau rhyngpersonol rhagorol ar gyfer gweithio gydag ystod o fudiadau ar wahanol lefelau	✓	
3.4.12 Y gallu i ddatblygu a rheoli prosiectau a strategaethau gadael		✓
3.5 Personol		
3.5.1 Dangos ymrwymiad i weithio tuag at genhadaeth, nodau a gwerthoedd CGGSDd ac yn unol â pholisïau a gweithdrefnau wedi'u sefydlu	✓	



3.5.2 Tystiolaeth o fod yn wirfoddolwr ac yn aelod gweithgar o'r gymuned		✓
3.5.3 Ymrwymiad i ddysgu gydol oes a datblygiad proffesiynol parhaus	✓	
3.5.4 Parodrwydd i fynd i gyfarfodydd y tu allan i oriau arferol a theithio i gyfarfodydd os yw'n ofynnol	✓	
3.5.5 Medru darparu ei gludiant ei hun, wedi'i yswirio ar gyfer defnydd busnes	✓	
3.6 Iaith		
3.6.1 Empathi gyda'r Gymraeg a'r diwylliant Cymreig	✓	
3.6.2 Ymrwymiad i siarad Cymraeg neu barodrwydd i ddysgu Cymraeg		✓

Rwy'n cytuno bod y disgrifiad swydd a manyleb yr unigolyn uchod yn ymddangos fel adlewyrchiad cywir o'm dyletswyddau a'm chyfrifoldebau yng Nghyngor Gwasanaethau Gwirfoddol Sir Ddinbych.

Llofnod: Dyddiad:

Llofnodwyd gan y Rheolwr Llinell:

Rwy'n cytuno fy mod i wedi trafod y disgrifiad swydd a manyleb yr unigolyn gyda ac rwy'n fodlon eu bod yn disgrifio dyletswyddau a chyfrifoldebau'r swydd yn gywir.

Llofnod: Dyddiad: