# ROLE PROFILE

<table>
<thead>
<tr>
<th>Job title</th>
<th>Impact Manager</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Head of Impact</td>
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<tr>
<td>Location</td>
<td>Bristol (with occasional travel across the UK and up to two nights away a month)</td>
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<tr>
<td>Department</td>
<td>Food for Life (with some responsibilities across the Soil Association)</td>
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| Purpose of the role| 1. To manage data and research associated with the impact of Food for Life programmes  
2. To support the management of impact data and research activities across the Soil Association |
| Key responsibilities|  
- Lead data management activities to understand and demonstrate impact for Food for Life programmes including through CRM and other system developments and maintenance  
- Develop and maintain processes for impact data collation and organisation which ensure data is accessible to all team members  
- Act as GDPR champion for impact data  
- Lead on analysis and communication of quantitative data creating engaging ways to share data to demonstrate learning and impact  
- Method design, tool design, analysis and reporting on findings for programmes and projects, aligning to our strategic aims and funder/beneficiary requirements.  
- Lead on ethics and academic rigour in research and evaluation of programmes  
- Support activities that enable knowledge exchange across the Soil Association, Soil Association Scotland, and more widely, and support colleagues to engage effectively in evaluation and be evaluators of programmes they lead |
| Qualifications     | Educated to degree level, preferably in a scientific discipline, or equivalent experience |
| Knowledge & experience | Essential  
Experience of designing and managing monitoring and evaluation plans for programmes  
Substantial experience in managing and analysing data using CRM systems, Excel and other systems  
Substantial experience of data collection, recording, organisation and analysis, both quantitative and qualitative  
Experience producing academically sound written and statistical reports  
Thorough understanding of research ethics  
Good understanding of General Data Protection Regulation legislation  
Desirable  
Experience of delivering monitoring and evaluation of programmes in food, health or climate related areas  
Understanding of Food for Life’s delivery mechanisms  
Experience of producing data representation infographics  
Experience of complex systems models of evidence for public health |
| Personal qualities and Skills | Highly numerate  
Very good statistical and qualitative data analysis skills  
Excellent IT skills, including CRM systems, Excel, databases, SPSS or other statistical analysis packages  
Excellent organisational skills  
Excellent communication and reporting skills, both verbal and written  
Logical and investigative nature  
Able to rapidly assimilate and apply new information  
Able to work under pressure, prioritise and meet deadlines  
Able to work on own initiative and as part of a team  
Able to work confidentially with sensitive information  
Empathy of the aims and objectives of the Soil Association and Food for Life |

| Document Control | JDSA1241 |

| Date | March 2020 |