

Post Specification

Date	November 2025
Post Group Number	8846
Post Title	Evaluation & Learning Officer (Active Cumbria)
Job Family	Organisational Support
Job Family Role Profile	OS11
Final Grade	11

To be read in conjunction with the job family role profile

Service Area description

Active Cumbria is one of 43 Active Partnerships covering every part of England and is part of Cumberland Council's Public Health, Customer and Community Wellbeing, and a shared services agreement with Westmorland & Furness Council. Through the provision of leadership, expertise, insight and connectivity, we support local organisations to develop services to achieve a wide range of outcomes through increasing participation in physical activity and sport in communities across Cumbria.

Purpose of this post

In alignment with the values and behaviours of the Council, lead on the provision of high-quality evaluation and research functions on behalf of Active Cumbria through the application of local knowledge and specialised skills.

The role will support Active Cumbria to create sustained and trusting relationships through the effective evaluation of services and programmes with communities across Cumbria. You will support Officers from across the Active Cumbria Team to develop and deliver high quality and impactful evaluations, bringing your project management expertise and organisational skills to support the development of an evidence-base to inform practice.

Key job specific accountabilities

As Evaluation & Learning Officer you will be supporting Active Cumbria to ensure evaluation and learning principles are embedded across multiple workstrands. Your responsibilities will include: -

1. Identify and implement robust evaluation and learning methodologies and frameworks across a range of Active Cumbria services and programmes, ensuring they align with the ambitions of key stakeholders and funders.
2. Share and embed evaluation and learning approaches across the team and partners, supporting the development of the wider workforce capabilities to learn and evaluate.
3. Search for evidence, data and literature relevant to and arising from various workstrands and synthesising them into interesting summaries and briefings for a range of key audiences and stakeholders.
4. Promote a culture and environment that encourages continuous learning, creating spaces to communicate and share learning about methods of practice, experience and outcomes of implementing whole system approaches.
5. Coordinate programme activities across multiple workstreams, effectively managing relationships with a range of stakeholders.

6. Administer data collection tools and ensure data is securely saved, in line with data protection laws.
7. Lead on the on-going refinement of Active Cumbria's Evaluation & Learning Framework across all aspects of the service.
8. Prepare agendas and take minutes for meetings that have a focus on evaluation and learning.

Cumberland Council and Active Cumbria are committed to continuous organisational and employee development. The post holder is required to participate fully in all initiatives that facilitate continuous improvement in both service quality and employee development and performance.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> No direct responsibility for budget management. To suggest proactive and innovative ideas for efficiencies in the resources required to undertake the post holders' role as well as remit of the wider team.
Staff Management Responsibilities	<ul style="list-style-type: none"> None
Other	<ul style="list-style-type: none"> Travel to various sites will be required. Ability to travel independently to locations throughout Cumbria.

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications

- NQF or NVQ Level 3 or 4, degree, or equivalent experience or knowledge in the relevant work area.

Knowledge

- Evaluation and Learning methodologies
- Project and programme management
- Data management and data protection laws.

Skills

- Project management (initiation, planning, execution, closure, monitoring)
- Critical thinking and analysis
- Verbal and written communication skills
- Administrative and organisational skills
- Team work and collaboration
- Interpersonal skills
- ICT and software skills
- Computational skills and maths

Experience

- Experience of initiating research, evaluation, and learning projects
- Proven experience of the maintenance of accurate records and working to deadlines
- Experience of MS office software
- Experience of working within an office in a large complex organisation
- Proven experience of using databases and manual record systems
- Proven experience of prioritising own work
- Ability to travel independently

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Minimum exposure
Physical Demands	Normal effort required
Working Conditions	You will take a hybrid approach to working, attending relevant meetings in person as required
Other Factors	
<ul style="list-style-type: none">• UK driving licence is desirable due to the geographical footprint of Cumberland and Cumbria.	