



## Out of the Shadows: TIME TO SHINE

### Time to Shine Monitoring Officer Job Description

Job Title	Time to Shine Monitoring Officer
Responsible to	Time to Shine Programme Manager
Responsible for	n/a
Employed by	Leeds Older People's Forum
Salary	NJC Scale point 29 SO1 (currently £25,951 per annum, pro rata)
Contract	Fixed-term contract for 4 months
Annual Leave	25 days + 8 days public holiday (pro rata)
Pension scheme	Company scheme or contribution to private scheme (5% employer contribution)
Hours of working	21 hours per week
Funders	Big Lottery Fund (100%)

#### Time to Shine

The Time to Shine programme aims to reduce social isolation and loneliness amongst older people in Leeds. It is funded by the Big Lottery Fund's Fulfilling Lives: Ageing Better programme using National Lottery money. For more information visit [timetoshineleeds.org](http://timetoshineleeds.org)

Time to Shine has recently commissioned 11 new delivery partner projects to work alongside existing Time to Shine projects, including a range of Small Funds projects, to achieve the following outcomes:

1. Beneficiaries report that they are less isolated as a result of a programme intervention
2. Programme beneficiaries feel confident and able to participate in their communities by 2021
3. Older people have been actively involved in managing, designing, delivering and evaluation the programme
4. Our wider partnership will expand each year and will work better together to coordinate services and support for isolated older people

## **Purpose of the post**

To support, train and enable new and existing Time to Shine delivery partners in all aspects of monitoring. To support and enable the Time to Shine programme team to report against the Time to Shine targets and gather learning.

## **Duties:**

To support, train and enable new and existing Time to Shine delivery partners to:

- Accurately complete all monitoring requirements for Time to Shine by the monitoring deadline.
- Set up monitoring systems and data collection approaches within their organisation (if required) to ensure timely availability of service and client monitoring data.
- Gather and collate learning from their projects.
- Understand how to collect good quality Time to Shine evaluation questionnaires.
- Interpret the results arising from the evaluation questionnaires.
- Share data and learning with the Programme team and the wider Time to Shine community using an online resource (called Time to Shine community).
- Set up their individual projects on the Time to Shine community.
- Train and provide ongoing support for volunteers who will support delivery partners, especially in small community based organisations, in implementing Time to Shine monitoring and the evaluation questionnaires.

To support and enable the Time to Shine programme team to:

- Report against targets for the Big Lottery Fund by the monitoring deadline.
- Prepare monitoring information for the Time to Shine celebration event, Leeds Older People's Forum Annual Report and regular Core Partnership steering group meetings.
- Ensure that delivery partners receive a clear induction and training relating to monitoring and evaluation.
- Create a Time to Shine booklet to promote the work of all Time to Shine delivery partner projects.
- Contribute to successful and progressive evaluation sub-group meetings.

To take the lead on:

- Monitoring the completion rate, quality and data entry of completed evaluation questionnaires and taking action when necessary.
- Supporting Small Funds delivery partners, in conjunction with Leeds Community Foundation, to understand the monitoring requirements of Time to Shine and to use the Time to Shine community effectively.
- Allocating tasks to the Time to Shine monitoring and evaluation assistant.
- Adding data from previous delivery partner projects to the Time to Shine community.
- Adding Time to Shine resources to the Time to Shine community.

To complete any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

## Person specification

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in or a full understanding of the third sector.	X	
Experience of completing monitoring returns	X	
Experience of completing (or contributing to)Time to Shine monitoring returns		X
Experience of using one or more evaluation methods to collect data from participants to evidence change (for example outcome stars or wellbeing wheels)	X	
Experience of using Time to Shine evaluation questionnaires / CMF questionnaires to collect data from participants to evidence change.		X
Experience of assisting others to develop data collection approaches to meet the needs of organisations, commissioners and funders	X	
Experience of working in partnership with a variety of stakeholders from all sectors	X	
Experience of working with older people or an understanding of issues facing older people	X	
Experience of delivering training sessions.	X	
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
GCSE Maths (or equivalent)	X	
<b>Skills and knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Computer literate	X	
Ability to understand, use and develop the online Time to Shine community (once training has been provided).	X	
Able to train and support staff and volunteers	X	
Able to communicate clearly and effectively	X	
Awareness of issues around social isolation in older age		X
<b>Personal characteristics</b>	<b>Essential</b>	<b>Desirable</b>
Ability to motivate and encourage others	X	
Able to work independently and as a team player	X	
Able to work under pressure and meet tight deadlines	X	
Able to produce high quality, accurate work, paying attention to detail	X	
Able to travel around city to undertake work	X	