



EVALUATION & MONITORING OFFICER

BASED: Hybrid Working between home and an office base in one of our Big Noise centres, with travel throughout Scotland to all our Big Noise centres (Glasgow, Edinburgh, Stirling, Dundee & Aberdeen)

APPLY BY: Monday 1st September 2025 at 10am

SISTEMA SCOTLAND INFORMATION

Sistema Scotland delivers its work through the delivery of Big Noise programmes across six communities in Scotland. These communities are Raploch & Fallin in Stirling, Govanhill in Glasgow, Torry in Aberdeen, Douglas in Dundee and Wester Hailes in Edinburgh.

Our current strategy:

At the heart of Sistema Scotland's current strategy is a commitment that our Big Noise programmes will support children, young people, families and communities in Scotland to sustain and improve their wellbeing, resilience and learning, and to strengthen networks by:

- targeting our long-term, immersive support in communities of greatest need and
- broadening impact by sharing resources and creating learning partnerships

What we do:

Our Big Noise programmes use music and nurturing relationships to support children and young people to realise their potential as well as improving lives and strengthening the communities we work alongside. Our programme is focused on early intervention and stimulating generational social change, increasing confidence, aspiration, community cohesion, pride and developing high level skills in the young people involved.

Who we work with:

We work with children and young people from babies to school-leavers, their families and the wider community.

How we do this:

Our Big Noise programmes include instrumental lessons, general musicianship sessions, and group teaching in our afterschool & holiday clubs, as well as home visits and community choirs/ensembles/performances.

For more information, please see our website:

<http://www.makeabignoise.org.uk/work-with-us>

THE TEAM

We currently employ approximately 190 staff across our six Big Noise programmes and Sistema Scotland's central team. The successful applicant will report to the Head of Operations & IT, and will join the central team consisting of the Chief Executive Officer; Director of Music; Director for Children, Young People & Communities; and function areas of Administration; Finance; Fundraising; Human Resources; Communications & Marketing; and Evaluation.

The Chief Executive Officer reports to a voluntary Board of Directors.



JOB INFORMATION

POST:	Evaluation & Monitoring Officer
REPORTS TO:	Head of Operations & IT
BASED:	Hybrid Working between home and an office base in one of our Big Noise centres, with travel throughout Scotland to all our Big Noise centres (Glasgow, Edinburgh, Stirling, Dundee & Aberdeen)
TENURE:	Permanent
DAYS OF WORK:	Part time: 28 hours a week (pattern of work to be agreed with line manager between Monday to Friday)
SALARY SCALE	£34,923 to £38,953 per annum, pro rata. New staff are appointed on the first point of the scale. So, working 28 hours a week, the salary will be £27,938 per annum (£2,328 gross salary each month).
SUPERVISION:	You will have a 3 month probationary and initial induction period. All staff also have regular protected time with their line manager (Support and Supervision) as well as the opportunity for an annual review to discuss performance, development and to set out annual goals (Performance and Development Review). These structures are in place to ensure that staff feel supported, equipped and confident in their roles. Staff will have Support and Supervision sessions every 4 weeks during the probationary & initial induction period and every 8 weeks thereafter.
LEAVE:	<p>We offer the equivalent of 37 days paid holiday per year (pro rata for part time staff); 19 of these days are set when we operate shut down periods over Christmas and New Year, Good Friday/Easter Monday, May bank holiday weekend, and 1 week in August. Staff can take the remaining 18 days flexibly throughout the year in agreement with their line manager. Staff are also entitled to an extra week of leave during a shut down period in August, should you be in our employment at this time, based on the hours you would be due to work that week.</p> <p>We also offer the equivalent of up to 2 weeks unpaid leave per year (pro rata for part time staff) to allow staff to benefit from other work and commitments throughout the year should they choose to do so.</p>
PENSION:	After you have completed 3 months service with Sistema Scotland, staff are auto enrolled into a contributory pension scheme where Sistema Scotland match employee's contributions at 5%. Staff can choose to opt out of the scheme.



RIGHT TO WORK: We welcome applications from diverse cultural backgrounds. We also welcome applications from all nationalities; however, we are unable to offer visa sponsorship for this role, so before you apply for this post please ensure that you have the right to work in the UK. For more details on eligibility to work in the UK, please visit <https://www.gov.uk/check-uk-visa>. We will ask you to bring proof of your eligibility to work in the UK with you to interview.

START DATE: ASAP

HOW TO APPLY:

To apply for this role you must complete our online application form at <http://www.makeabignoise.org.uk/work-with-us> where you will also find the full job and person specification (no CVs please). As well as detailing your qualifications and work experience, you will also have the opportunity to explain why you are interested in working for Sistema Scotland and how you meet our requirements as detailed in the job/person specification.

On the application form we will also ask you to give us the names and contact details for two referees, one of these should be your current or most recent employer (please state if you would prefer us not to contact your current employer until you are provisionally offered the role).

Closing date for applications is Monday 1st September 2025 at 10am.

The selection process will be held in Raploch, Stirling (date to be confirmed) and will include a panel interview and a presentation to the selection panel.

For any additional information please e-mail recruitment@sistemascotland.org.uk or telephone 01786 236914.

The successful applicant will be subject to PVG check although having a criminal record will not necessarily be a bar to working with Sistema Scotland.

EVALUATION & MONITORING OFFICER JOB DESCRIPTION

1. PRINCIPAL AIMS

- 1.1 Supported by the Head of Operations & IT, to be the primary evaluation specialist within Sistema Scotland who ensures a robust, ongoing evaluation and monitoring programme is in place to support the organisation to deliver the best quality outcomes for the communities.
- 1.2 To enhance learning and support the dissemination of knowledge and new evidenced practice within the organisation, with partners and across sectors.
- 1.3 To support the monitoring and reporting of performance internally and externally, and to meet the needs of key stakeholders (including public sector partners and funders) to evidence impact and support investment.
- 1.4 Working with the Head of Operations & IT, to be Sistema Scotland's key link with our external independent evaluation team (s), supporting their work to contribute to the understanding of impact of the Big Noise Centre delivery.

2. PRINCIPAL DUTIES

The following gives an indication of the duties and responsibilities that the post may involve. The exact nature of these duties and responsibilities will change over time and the post holder will be expected to work flexibly and carry out any work that is reasonably required and is appropriate to the role.

- Informing and supporting the delivery of Sistema Scotland's evaluation strategy.
- Analysing, developing and improving internal systems and procedures for the collation and use of data which will contribute to and support the monitoring of participant engagement, outcomes and impact, and organisational performance.
- Collection of qualitative data through interviews and facilitated sessions/focus groups
- Supporting Sistema Scotland staff to be able to use the data collated to report on progress towards outcomes, building internal knowledge and capacity.
- Identifying opportunities for programme improvement, based on the ongoing evaluation and monitoring of the programme, and contributing to recommendations to the Sistema Scotland leadership team in conjunction with the Head of Operations & IT.
- Lead on the continued development of case study work, supporting colleagues within the Big Noise programmes to gather case studies and leading on analysis of these.
- Providing advice to colleagues in the fundraising team on appropriate outcomes and indicators for applications and reports to funders and stakeholders.
- Establishing and implementing evaluation & monitoring frameworks, and supporting the preparation of high quality performance reports for key stakeholders (including public sector partners and funders) on the impact and outcomes achieved by the Big Noise programmes at local and national level.
- Working with external organisations who are supporting the evaluation of Big Noise programmes, to provide them with up to date information required to progress their work.



- Communicating externally regarding evaluation, for example producing content for reports, newsletters, contributing to conferences and learning partnerships.
- Supporting our key partners and external evaluation team(s) to ensure that the wider learning is identified and disseminated.

All Posts in Sistema Scotland:

- 3.1 Contributing to the development of a professional working and learning environment in the organisation.
- 3.2 Contributing to the organisation's understanding of diversity and its implications for the arts, education and community and to ensure this understanding informs all the organisation's activities.
- 3.3 Ensuring adherence to the organisation's policies and procedures with particular reference to safeguarding/child protection, equality, diversity and health & safety.
- 3.4 Supporting the organisation in its journey to becoming a net zero organisation.
- 3.5 Working in a flexible manner in line with the organisation's social and corporate objectives and to be willing to undertake other duties as reasonably requested.

EVALUATION & MONITORING OFFICER PERSON SPECIFICATION

We are looking for someone with:

- A belief in and an understanding of the benefits that a social programme such as Big Noise / Sistema Scotland can have.
- Track record of applied health, social or education research using mixed methods.
- Relevant experience in data processing and analysis using secondary datasets, e.g. extracting and manipulating data not designed for research purposes.
- Data presentation and report production experience & skills, using a range of presentation styles and graphic design processes, with the ability to convey complex concepts and data in a clear and compelling way.
- Relevant experience of & skills designing and conducting interviews and focus group for data collection.
- Experience of organisational relationship management (internal and external), alongside strong inter-personal skills with the ability to mix appropriately with a wide range of people.
- Experience of using Customer Relationship Management systems (such as Microsoft Dynamics) and Microsoft Office (particularly MS Word and Excel) .
- Experience of working within a challenging and high-pressure environment.
- Training in quantitative and qualitative research methodology.
- Training in data handling and analysis.
- Knowledge of relevant guidance and legislation (including in relation to data protection and research ethics).
- Proven commitment to personal and professional development.
- Ability to use initiative and work independently, managing a portfolio of work effectively.
- Excellent organisational and project management skills.
- Ability to manage and analyse data systematically, generate insights creatively and prioritise actions without losing sight of complexity.
- Ability to use innovative approaches to research methods with young people and community groups.
- Proven track record of ability to work as part of a dynamic team.
- Confident and clear communicator (both verbal and written).
- Maintaining a high degree of confidentiality and discretion, as required.
- Commitment to the long-term goals of the programme, our participants and communities.
- Ability to travel to all our Big Noise centres throughout Scotland (Glasgow, Edinburgh, Stirling, Dundee and Aberdeen).

We would ideally like someone with:

- Knowledge of current issues regarding public policy in Scotland, public service reform, community development, music and education in Scotland.
- Experience of working with and conducting high quality research with those with lived experience of multiple deprivation.
- A passion for music.