

Head of ChEW (Freelance) Application Pack

About us

We are the Charity Evaluation Working group, also known as ChEW. We're a Membership Organisation for people working with the UK Charity Sector to share evaluation best practice and help charities change the world.

Our mission is to maximise the impact of charities and voluntary organisations by empowering a community of evaluators and decision-makers.

ChEW Values

Listening – The activities of ChEW will be informed by the needs and wants of its membership. We commit to continuous improvement – building on what works and changing what doesn't. Bringing member voices into decision-making.

Integrity – the actions of ChEW – what it says and what it does – will be grounded in information and evidence that is accessible to all. We will be open and transparent in how we make decisions. We will say what we mean and hold ourselves accountable to our actions.

Inclusive – ChEW will welcome, respect and support the diversity of its membership and champion the importance of equitable evaluation. We will actively seek a diverse membership, commit to running accessible and inclusive events and champion the importance of equitable evaluation. We will pay attention to who is 'round the table' and actively bring in / reach out to unheard voices.

Inspire – ChEW will act to improve and challenge evaluation acceptance and practice, such that evaluation is seen as a critical part of developing the continuous learning required to improve policy and services for society. We recognise our role as a change agent and will be bold in challenging the status quo. We give people time to share and learn together.

Why We're Recruiting a Head of ChEW

We've been working on exciting and ambitious plans to move ChEW forward and deliver even greater value for our members. Our growing community of evaluation professionals within the VCSE sector depends on ChEW to provide peer learning opportunities, and practical support to drive better evaluation practices. We also think we could play a greater role in leadership in the field of evaluation within the UK.

To turn our vision into reality, we are recruiting a Head of ChEW to provide strategic leadership while maintaining the strong operational foundations that have been built by our capable team. This role will be pivotal in ensuring ChEW continues to meet the needs of its members, enhances its influence in the sector, and builds on its successes with initiatives like the annual conference and training programmes.

What We're Looking For

We're looking for someone who is ready to take on a leadership role within a small but impactful organisation. You will be a strategic thinker, an advocate for the importance of evaluation in the VCSE sector, and a collaborative leader who can think creatively in a resource-constrained environment. Our team operates remotely across the UK, and most of our meetings and events are online. You will act as a sounding board for our highly competent team of consultants and help drive ChEW's growth and influence.

Commitment to Diversity

We are committed to ensuring ChEW reflects the diversity of the VCSE sector and the communities we serve. We particularly welcome applications from people from Black, Asian and other ethnic minority backgrounds, younger people, disabled people, and those from other marginalised groups.

Job Title: Head of ChEW (Freelance)

Reports to: Co-Chairs of the Board

Contract Type: Freelance (day rate £300 - £500 dependent on experience)

Commitment: Approximately 2-3 days per month (0.5 days per week) for 6 months

Location: Remote, with occasional travel within the UK (up to three times per year) for key meetings or events as required

Role Overview

The Head of ChEW will lead the delivery of ChEW's day to day activities. They will work closely with ChEW's co-chairs, board, and other freelance roles to ensure smooth delivery of ChEW's activities, with a focus on enhancing our membership offer, maintaining and improving the quality of our events, and helping us think strategically about how we engage our membership. This role is central to helping ChEW scale its impact within the VCSE sector while maintaining strong operational foundations.

Key Responsibilities

1. Strategic Leadership and Advocacy.

- Provide strategic direction for ChEW's initiatives, including the annual conference and training programmes, ensuring alignment with sector needs and emerging trends.
- Develop and promote ChEW's role in advancing equitable and impactful evaluation practices.
- Provide input and guidance to ensure activities align with ChEW's strategic goals and sector needs while empowering the team to take ownership of these initiatives.
- Lead ChEW's annual strategic planning process and board reporting on progress.
- Build relationships with key stakeholders, including funders, VCSE organisations, and other sector leaders, to enhance ChEW's visibility and influence.

2. Membership and Engagement Support

- Act as a sounding board for the Membership and Events Coordinator and Virtual Assistant as they develop and implement strategies to support membership recruitment, retention, and engagement.
- Oversee the development of a volunteer programme that increases membership engagement, delegating operational tasks to the Virtual Assistant while ensuring alignment with strategic goals.
- Increase member engagement in ChEW decision-making, adapting ChEW's governing documents where necessary.

3. Operations Oversight and Coordination`

- Maintain oversight of ChEW's operational processes and work with our Virtual Assistant, Membership and Events Coordinator and Trustees where relevant to continually improve the efficiency of the delivery of services and events to our VCSE members.
- Coordinate with our existing freelance contractors (Virtual Assistant and Membership and Events Coordinator) and board members to execute day-to-day tasks and meet strategic objectives.
- Oversee contracts and service agreements to maintain effective support for ChEW's operational needs.

4. Event and Programme Oversight

- Offer strategic guidance for ChEW's event programme, ensuring relevance to current and prospective members.
- Support the Membership and Events Coordinator in delivering high-quality events and training programmes, leveraging emerging sector trends to inform content.
- Act as a key contact for the annual Festival of Impact and Evaluation, ensuring it meets ChEW's objectives and enhances its profile in the VCSE sector.
- Commitment to advancing equity and inclusion within evaluation practices.

Essential experience

- Proven leadership experience in evaluation, ideally working in or with the UK VCSE sector.
- Strong understanding of evaluation practices and their importance within the VCSE sector.
- Excellent interpersonal and communication skills, with the ability to engage diverse stakeholders.
- Demonstrated ability to balance strategic leadership with operational oversight in a resource-constrained environment.
- Commitment to advancing equity and inclusion within evaluation practices.

Desirable experience

- Experience in strategic planning and implementing initiatives that drive organisational impact.
- Working with a Board of Trustees, and understanding of charity governance.
- Experience of working in a way that advances equity and inclusion within evaluation practices.

How to apply

Please click [here](#) to complete the Google Form to apply for this role. If you have any questions about the role then please do reach out to us at hello@chewgroup.org.uk.

The deadline for applications is 5pm on Monday 10th February 2025.

At present we envisage that any interviews would take place on Wednesday 26th February 2025.