

Job Description

Job Title	Place Partnership Learning and Evaluation Officer - (Physical Activity)
Grade	Band G
Reporting To	Place Partnership Programme Lead - Physical Activity
JD Ref	CS&CE00113G

Purpose

The Place Partnership Learning and Evaluation Officer will be responsible for leading the design, implementation and embedding of a robust learning and evaluation framework that captures system-wide change and community-level impact across Wirral. The role will ensure that evidence, insight and learning are consistently generated and applied to strengthen partnership working, inform decision-making, and demonstrate the impact of investment in physical activity. By building a strong culture of learning, continuous improvement and shared accountability, the role will also enhance Wirral's readiness to attract, manage and sustain future investment in physical activity and place-based change.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Management:

- Lead the day-to-day implementation of the learning and evaluation programme part of the Sport England Place Partnership programme in line with Sport England's investment principles and local transformation objectives. Fully aligned to the Liverpool City Region Evaluation and Learning Framework.
- Manage all learning and evaluation related resources, budgets, risks, and reporting, ensuring delivery to timeline and quality standards.
- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Recruit, support, and develop a network of learning and evaluation partners and volunteers across Wirral. Ensure alignment across partners.
- Through continuous improvement strengthen the tools, practices and impact of the programme.

Programme Management:

- Manage all learning and evaluation programme resources, budgets, risks, and reporting, ensuring delivery to timeline and quality standards in relation to learning and evaluation.
- Ensure alignment across workstreams, partners, including insight, governance, leadership development, and capital planning.
- Work alongside community partners gather learning and insight, build trust, and co-facilitate local learning events.

Learning and Evaluation:

- Embed a locally meaningful theory of Change and place-based evaluation strategy.
- Lead systems mapping, outcome tracking, and thematic analysis of community insight.
- Work with partners to ensure data informs real-time decision-making and adaptive learning.
- Support capacity building for participatory evaluation among stakeholders and communities.
- Liaise with Merseyside Sport Partnership (MSP) and Sport England to ensure alignment with regional and national frameworks.
- Promote adaptive learning, systems thinking, and embedded reflection as core to the programme approach.
- Develop and share accessible, engaging insights through reports, presentations, and case studies.
- Build capacity across the system to embed evaluation and learning into everyday practice.

Stakeholder and Partner Engagement and Management

- Lead internal and external stakeholder engagement, ensuring transparent communication, learning and evaluation principles, and shared accountability.
- Utilise and develop networks where insight already exists to build a comprehensive picture of the barriers and support the strengthening of learning and evaluation across partner and local authority work.

Delivery of Sport England Place Partnership programme in Wirral

- Contribute to Wirral's development of a 'Full Award' application to the Sport England's Place Partnership programme within 12 months.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.



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Role Specific Knowledge, Experience And Skills

Qualifications

- Degree or postgraduate qualification in public health, social research, evaluation, or related discipline.

Desirable -

- *PRINCE2 or similar project management qualification.*
- *Lived experience of communities facing health inequalities.*
- *Experience working with Sport England or similar funding bodies.*

Knowledge & Skills

- Demonstrable knowledge and understanding of learning and evaluation within a place-based context, gained through relevant training and/or practical experience.
- Strong understanding of systems thinking, co-production approaches and behaviour change principles, and their application to community and place-based work.
- Exceptional communication, partnership-building and facilitation skills, with the ability to engage and influence a wide range of stakeholders.
- Understanding of the social determinants of health and local system barriers to physical activity.
- Competent in Microsoft Office and digital project tools (e.g., SharePoint, Power BI, Miro, Kumu, Power BI, or NVivo).
- Networking skills including the ability to work within established networks and develop new networks.
- Knowledge and understanding of the importance of physical activity to peoples' health and wellbeing and approaches to helping people to become more active.
- Ability to interpret and analyse complex information and data sets, using insight and data to inform decisions and shape policy and plans.
- Knowledge of outcome-based evaluation, systems thinking, and developmental evaluation.
- Skilled at training or supporting others in reflective practice and evidence use.

Desirable -

- *Familiarity with Sport England's learning and evaluation guidance.*

Experience

- Proven experience producing high-quality reports that meet compliance requirements and are delivered to agreed deadlines.



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- Experience of designing and managing participatory approaches, including lived-experience-led projects.
- Demonstrable experience of working collaboratively within multi-disciplinary, team-orientated environments across a range of organisations and sectors.
- Significant experience engaging with diverse communities to understand needs and co-design and co-produce effective, inclusive solutions.
- Strong experience applying both quantitative and qualitative research methods to generate insight and evidence.
- Experience of working within place-based and/or system-focused programmes to support improved community outcomes.

Desirable -

- *Experience of insight work in underrepresented communities.*
- *Experience in facilitating workshops or community engagement sessions.*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from multiple locations

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Commitment to equity, inclusion, and place-based approaches.

Subject to DBS check.

Fixed-term for 12 months, with potential extension based on funding.

Health & Safety Considerations:

- Working outside
- Driving duties
- Working with children
- Exposure to persons with challenging or aggressive behaviour

Approved By: Sarah Robertson, Active Wellbeing and Partnership Manager

Date Of Approval: 02/06/26



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