



TURNING THE TIDE

AN INSPIRING COMMUNITIES INITIATIVE

Contract Posting: Evaluation Lead

Turning the Tide

December 2020

Statement of intention: Our goal is to be a diverse and inclusive workforce that is representative, at all job levels, of the communities we serve. We encourage and prioritize applications from Indigenous People, African Nova Scotians and other Racially Visible Persons, and Persons with Disabilities. If you are a member of one of the equity groups you are encouraged to self-identify in your covering letter or your resume.

MEET INSPIRING COMMUNITIES

Inspiring Communities is a provincial non-profit organization that works with communities to achieve real and lasting change. Together with partners in the community, we find solutions to the challenges identified by communities through a collaborative approach known as collective impact. This work is driven by the priorities and interests of the community. It is informed by research that helps us all to better understand complex social issues and ways to work together to resolve them.

Inspiring Communities has the support of eight provincial government departments and is currently working directly in three communities in the province: Dartmouth North; North Sydney/Sydney Mines (and surrounding area), and Digby and surrounding communities.

TURNING THE TIDE

Turning the Tide is nested at Inspiring Communities and is the local Collective Impact Initiative in the Digby area.

- We support communities across the Digby area build stronger connections
- We bring diverse groups together around issues impacting local communities
- We support changemakers in helping them to have greater impact
- We conduct research and evaluation to better understand our impact

The Communities Building Youth Futures (CBYF) initiative is a 5-year project, in partnership with the [Tamarack Institute](#) and funded by [Employment and Social Development Canada](#), to support positive transitions from education to employment or training for youth. Digby was identified as one of 13 communities across Canada to lead this work. Turning the Tide's relationship with Inspiring Communities and experience leading a Collective Impact initiative has established a foundation to support positive connections for youth in the Digby area.

ABOUT THE OPPORTUNITY

Turning the Tide is committed to the evaluation of the effectiveness of this collective effort in order to support a new culture of working together, taking action, learning, and adapting the way we work. We are seeking skilled, experienced and committed professional support for the ongoing evaluation of this initiative.

Tasks and Responsibilities

Turning the Tide is seeking an **Evaluation Lead** to support ongoing evaluation work in Digby, one of three *Inspiring Communities* sites. The Evaluation Lead works as an embedded evaluator with responsibility for the following key tasks:

- Participate in *Turning the Tide* weekly check-in sessions; integrate evaluation/research issues as needed
- Implement and update *Turning the Tide*'s evaluation plan:
 - Provide support on feedback process as needed (form questions, summarization, reflection, participate in debrief process)
 - Monthly interview with Project Lead – focusing on progress and planning
 - Prepare, facilitate, and report on learnings from semi-annual Community Partner Reflection session
- Prepare semi-annual Developmental Evaluation briefs for *Inspiring Communities*, based on observations, interview with Project Lead, other sources (e.g. monitoring data, debrief sessions etc.) as needed
- Prepare semi-annual reflections on *Inspiring Communities* principles implementation, based on conversations with *Turning the Tide*'s backbone team
- Support project lead in preparing semi-annual government reports
- Contribute to, and support Project Lead in contributing to the annual *Inspiring Communities* Impact Report; prepare annual *Turning the Tide* Impact Report
- Provide evaluation support for *Turning the Tide*'s Communities Building Youth Futures initiative (extent of support to be determined)
- Identify research needs; provide summaries of research on relevant issues to support current activities; identify sources of relevant research; guide development of data collection for project specific needs
- Preparation of reports, and support to backbone staff for preparation of other reports
- Work with the *Turning the Tide* network to help deepen knowledge and understanding about evaluation and collaborate to determine the most relevant (and limited) indicators and tools to track progress and results
- Merge the worlds of data collection and storytelling to highlight and communicate key findings and celebrate the accomplishments of the collective work

- Actively participate in the Developmental Evaluation Community of Practice, chaired by Inspiring Communities
- Participate in monthly Evaluation Team meetings, and regular check-in sessions with Inspiring Communities Director of Research & Evaluation

Reporting

The Evaluation Lead will work primarily with the Turning the Tide Project Lead and Backbone Team, and will report to and collaborate with the Inspiring Communities Director of Research & Evaluation. The Evaluation Lead will also work closely with the *Inspiring Communities* Evaluation Team to support coordination and alignment of evaluation and research work across all *Inspiring Communities* sites, as well as integration and sharing of methodology and learnings that may be scaled in other communities across Nova Scotia.

The Evaluation Lead will be embedded with the Turning the Tide governance structures, including the Advisory Group and various working groups. The Evaluation Lead will also be responsible to identify and then work with other community, government and academic partners to support the collection, analysis and sharing of data.

ABOUT YOU

We are looking for an experienced candidate who is able to work independently in a small team and can demonstrate that they meet the following criteria.

Desired Skills and Experience

- An undergraduate degree (Masters preferred) in a relevant area (e.g., social sciences, public administration, community studies, management, etc.) with an emphasis on research, or equivalent life experience;
- Minimum three to five years' progressive experience in a research and evaluation capacity across sectors (e.g., government, not-for-profit) is considered an asset;
- Understanding of social policy, [government](#), business and community approaches;
- Experience and/or interest in Developmental Evaluation, theory and implementation;
- Demonstrated experience with basic qualitative and quantitative statistical analyses;
- Experience sharing knowledge with diverse audiences
- Proficiency in Microsoft Office

Competencies

- Energetic and critical thinker; innovative and pragmatic problem-solver;
- Empathetic and trustworthy with confidential information;
- Ability to work independently and take initiative;
- Exceptional oral and written communication skills;
- Strong interpersonal skills to establish and maintain effective relationships;
- Ability to adapt and manage an emerging agenda, changing deadlines and priorities; and,
- Current Criminal Reference and Vulnerable Sector Checks.

Consideration given to an equivalent combination of skills and experience.



SALARY & WORKING CONDITIONS

Hours of Work

- This work is emerging and evolving at all times, with some known timelines and others that will require the insight and knowledge of the Evaluation Lead. This role requires a degree of flexibility, however hours of work and schedule to be mapped out monthly for mutual planning purposes.
- Generally, this role will require a minimum of 15 hours/week with some weeks higher based on the priority projects underway. As this position is “embedded” with Turning the Tide Team, there is a requirement to be available for flexible hours to accommodate community meetings.
- The Turning the Tide office is located at the Digby Area Learning Centre, 87 Warwick Street in Digby. There is flexibility for working from a virtual office, provided the Evaluation Lead participates in ongoing community meetings in person, when appropriate.

Preliminary Contract: This position is a three-month, renewable contract (contingent on funding). Remuneration will be based on experience.

HOW TO APPLY

Review of applications will begin on December 10th and continue until the position is filled.

Please send your cover letter and resume in one document to hello@inspiringcommunities.ca, highlighting your education, skills and experience in alignment to the above criteria.

