



Role profile

Evaluation & Learning Officer



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Post

Evaluation & Learning Officer

Salary

NJC Scale 12-22 (£28,598 - £33,699)

Location

Hybrid working, combination of remote working from home and working from designated base (Leyland)

Reporting to

Research Manager

Contract

Full Time (Permanent – 37 hours per week)

Benefits

Flexible working hours; free parking (Leyland office); access to Company Pension Scheme; 33 days holiday inclusive of Bank Holidays plus additional discretionary Christmas Leave, regular wellbeing activities, wellbeing hour

About Active Lancashire

Founded in 2000, Active Lancashire is the strategic lead for sport and physical activity in Lancashire. We are one of 43 Sport England led [Active Partnerships](#) that drive a sports and physically active delivery system across the country. Our role means that we engage partners, empower communities and enable individuals across the county so that they can reap the benefits of a more physically-active lifestyle.

Together with our partners, we achieve this by leading, facilitating and delivering [life-changing projects](#) and services across the county that tackle inequalities, transform communities and help people lead happier and more prosperous lives.

By joining our organisation, you will gain a better understanding of local communities and the issues they face, and how our partnership work tackles those issues. Your work will have a direct impact on our communities and bring positive change into people's lives.

Our strategy – A Decade of Movement

In 2021, we launched our new strategy, marking an important moment in our history and an exciting moment for the future of Lancashire. 'A Decade of Movement' is based on the belief that every individual deserves to live an enjoyable and active lifestyle. This was refreshed in 2025 to 'Move More, Live Well' to reflect the halfway point in our 10-year strategy and the changes seen within the sector and Lancashire

The links between increased levels of movement and improved health are well known and by getting more active, we know that individuals across the county can transform their lives. Our refreshed strategy highlights that through our partner work and the delivery of our projects and services, we can use the power of physical activity to improve employment rates, decrease levels of deprivation and improve overall health in Lancashire. We want to see a future where every person has access to, and benefits from a physically-active lifestyle. To learn more about Active Lancashire, you can visit our [About Us](#) section of our website.



Our values

Through living our values, we shape our own culture and influence those around us.

We believe in our values and will apply them every day in everything that we do from delivering our projects and services to our participants, engaging with our partners and stakeholders and working together as a team.

If you are applying for a job with Active Lancashire, you will be asked to demonstrate some of the Active Lancashire values and how they would apply in your everyday work. **You may want to think about work experience or volunteering you have done or experiences from your personal life such as helping friends or family.**

Working Together



We drive partnerships and work collaboratively

Everyone counts



We value, respect and appreciate every voice

Forward Thinking



We are innovative, bold and strive to improve

Influencing change



Inspire others to change behaviours and improve lives



Passion

We are passionate about what we do and care how we do it



People first

People are at heart of everything we do

The role

The Evaluation and Learning Officer will work closely with the Research Manager to support Active Lancashire in project evaluation, storytelling and intelligence gathering. The post holder will support the development of appropriate research methods for projects delivered by Active Lancashire as well as curating stories of change and case studies. This will include developing data collection tools such as surveys and be willing to use non-traditional methods such as Ripple Effect Mapping to understand impact over time. There will be a need for the post holder to produce timely reports for Active Lancashire's projects when required for both internal and external needs. The Evaluation and Learning Officer will also need to support the Research Manager with Active Lancashire's place investment with a particular focus on leading the evaluation and learning of the Place Universal Offer covering Fleetwood, West End of Morecambe and Skelmersdale.

We are looking for someone who is curious, wants to understand why and tell people's stories to others. The Evaluation and Learning Officer is someone who understands that change can take time to materialise and is able to support people working within places and communities to tell their stories.

The post-holder will work closely with place leads and partners to develop bespoke pieces of work that provide a granular understanding of those living in various localities within Lancashire. To ensure the impact of our work is shared and disseminated across our network, the Evaluation and Learning Officer will be required to work closely with the Marketing and Communications Team.

The role will operate in a challenging environment being required to work flexibly across a range of projects and themes to support the delivery of Active Lancashire's strategic outcomes and outputs. Due to the nature of the role and handling sensitive data, a basic DBS check will be carried out prior to starting.

Roles and Responsibilities

- Support the Research Manager to develop and deliver the evaluation of Active Lancashire projects including developing timelines, monitoring the success of the method and identify areas of improvement.
- Contribute to the development and implementation of appropriate impact measurements.
- Collate, maintain and disseminate information from primary and secondary research that will assist Active Lancashire and partner organisations in achieving their strategic outcomes.
- Support with data collection e.g. survey distribution, interviews with participants.
- Inputting and managing data on Active Lancashire's systems and databases.
- Ensure compliance with General Data Protection Regulations requirements across all areas of our work.
- Support organisational funding bids with appropriate data and analysis from a range of sources.
- Communicate effectively and collaborate with external stakeholders e.g. Sport England, research networks and project working groups.
- Work closely with the Marketing and Communications team to ensure case studies, project evaluation and impact reports are used to promote the work of Active Lancashire effectively to key stakeholders.
- To support colleagues leading on the Place Universal Offer delivery including consultations, report writing and capturing the learning along with wider place delivery work across Lancashire.
- To support and develop a learning culture within Active Lancashire including supporting team members with producing stories of change.

Person specification

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

Selection criteria	Requirement
Qualifications and training	
Bachelor's degree or extensive relevant experience	E
Experience	
Experience of undertaking research and analysis which is relevant to support the needs of the Active Lancashire Strategy	E
Experience of collating and managing databases	E
Experience of primary and secondary research methodologies and techniques, in particular qualitative methods	E
Experience of contributing to report and case study writing	E
Experience of establishing and maintaining effective relationships with external and internal stakeholders	E
Experience of working with communities and places to understand their needs	D
Skills, knowledge and attributes	
Knowledge and research in support of organisation goals and priorities	E
Evidence of high-level interpersonal skills and professional insight which can be applied to a variety of situations	E
Ability to enthuse, motivate and build strong, sustainable relationships with team members and partners	E
Excellent organisational skills and the ability to work unsupervised	E
Ability to meet agreed personal and team targets and deadlines	E
Ability to effectively support team and individual members of staff to achieve identified targets and outcomes	E
High level IT skills including MS Office, Excel, Power BI as well as the ability to learn new systems quickly	E
Knowledge of basic GDPR rules	D



Location

This working location of this role is a combination of working from home and working from our Leyland-based office, 2 days per week. the post will require travel around Lancashire in order to support our Place Universal Offer Work, particularly to the identified priority areas of Fleetwood, West End of Morecambe and Skelmersdale.

Homeworking risk assessments are carried out for all employees working from home.

Application process

To apply, please submit a CV and cover letter (of not more than one page), explaining clearly why you are interested in the role and suited to it (based on the person specification), to jobs@activelancashire.org.uk or apply via the website at www.activelancashire.org.uk.

If you would like an informal discussion about the role, please contact David Redmond (Research Manager) at dredmond@activelancashire.org.uk

For information on how Active Lancashire processes your data, go to [Privacy Policy | Active Lancashire](#)

Closing date

Sunday 1st February 2026

Interview date

Wednesday 11th February 2026

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment. We strive to ensure that our staff represent people from all backgrounds; this is not only the right thing to do but will ensure that we can achieve the best results for the communities that our organisation serves.

