

Job Description and Person Specification

Freelance Evaluator (5 days during 2026 and early 2027, £30/hour)

Introduction

OXPIP is a nationally regarded charity providing free parent-infant psychotherapy to support the developing relationship between parents and their forthcoming or new baby.

We have a team of employed and freelance specialist psychotherapists who work collaboratively and therapeutically with parents experiencing difficulties relating to their baby. This team is supported by our CEO and our operations team, comprising an Operations Manager, Finance and Training Officer, and Administrator.

This freelance contract is kindly funded by the Step Change Panel of Oxfordshire Community Foundation to deliver a two-year project focusing on two co-produced strands:

1. Developing online materials for parents about early relationships and emotional wellbeing.
2. Creating and delivering free training for Oxfordshire's children and families' workforce.

We are seeking a Freelance Evaluation Officer to work with our project team to design an evaluation of both strands of the project, analyse the data we collect, and write a summary report. The methods are not prescribed so you will need to draw on previous experience of real-world service evaluation to create a proportionate and effective approach. This small but important evaluation will provide evidence of impact, learning, and outcomes to inform OXPIP's ongoing service development and external communications.

Safeguarding

OXPIP is fully committed to safeguarding and protecting the welfare of all children and taking all reasonable steps to promote safe practice and protect children from harm, abuse and neglect. OXPIP recognises its duty of care to safeguard children as detailed under the Children Acts 1989 and 2004 and Working Together to Safeguard Children 2015. OXPIP acknowledges its duty to act appropriately with regards to any allegations towards anyone working on its behalf, or towards any disclosures or suspicion of abuse.

OXPIP believes that:

The welfare of all children and young people is paramount. We treat infants as individuals entitled to dignity and respect.

Every child has the right to equal protection from harm or abuse.

Some children are additionally vulnerable because of previous experiences, their level of dependency, communication needs, or other issues.

Working in partnership with children, their parents, carers and other agencies is essential in promoting young people's welfare.

Safety is the responsibility of all members of OXPIP.

We adopt and apply safer recruitment practices for all staff, trustees and volunteers.

Please refer to OXPIP's Safeguarding Policies for more details by clicking [here](#).

Equality and Diversity

OXPIP is committed to eliminating prejudice and discrimination in all its work, including in recruiting, promoting and developing staff. We are committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from prejudice, discrimination or harassment, and in which all decisions are based on merit. OXPIP will recruit the person who best matches the requirements of a vacant post. Please refer to OXPIP's Employment and Diversity Policy for more details by clicking [here](#).

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Role Title:	Freelance Evaluation Officer
Location:	The project is based in Oxfordshire, but this work can be conducted online, so we welcome applications from any part of the UK.
Base:	Main OXPIP office, Kidlington with flexible hybrid working as appropriate
Responsible to:	CEO
Liaison with:	Within OXPIP: CEO and Senior Leadership Team Clinical and Operations colleagues Outside OXPIP: Parent participants and their supporters Website and communications suppliers Relevant voluntary and statutory organisations
Main Purpose of the Role:	The Freelance Evaluation Officer will design an evaluation plan and tools that enable us to assess the effectiveness and impact of both parts of the Stepchange project: - Parent Resources Strand – co-produced website materials for parents. Our web designers can help with this aspect and will collect data via our website - Training Strand – free workforce training sessions for Oxfordshire professionals. This will include quantitative survey but we are interested in your expertise about how to enrich this with qualitative elements. You will be responsible for analysing the data we collect and writing a summary report for OXPIP and the funder. The Evaluation Officer will work collaboratively with the Project Development Manager, Parent Participation Manager, and OXPIP's CEO to create a practical evaluation approach that fits the scale and ethos of the project, and supports meaningful learning for OXPIP and its partners. This is a short-term freelance contract (approximately 5 days in total) delivered over 12 months, from approximately February 2026 to February 2027.

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Main Activities:	Design an appropriate, proportionate evaluation framework for both project strands, including baseline and outcome measures. Develop and agree evaluation questions and indicators with OXPIP staff and stakeholders. Identify suitable data collection tools (e.g. surveys, interviews, focus groups, digital analytics). Support OXPIP colleagues to implement data collection where needed. Analyse quantitative and qualitative data and draw out learning relevant to OXPIP's practice and communications. Produce clear, concise evaluation reports with actionable recommendations. Present findings to OXPIP's project team and trustees if required. Maintain clear records and uphold data protection and confidentiality standards. Participate in occasional project team meetings to align evaluation activities with project timelines.		
Key Deliverables and Timetable	<u>Timeline</u>	<u>Activity</u>	<u>Estimated Days</u>
	Feb–Mar 2026	Design the evaluation approach; agree objectives, methods and measures; establish any baseline data collection.	1 day
	Sept–Nov 2026	Analyse evaluation data for the training strand, including participant feedback and learning outcomes.	1 day
	Dec 2026	Produce a concise Training Evaluation Report.	1 day
	Feb 2027	Analyse website engagement data and user feedback to produce a Parent Resources Evaluation Report.	1 day
	Throughout	Attend project planning or progress meetings as required.	1 day
How to Apply:	Please send your CV and a short cover letter outlining your experience and interest in the role to recruitment@oxpip.org.uk by 9am Monday 17th November 2025. Informal enquiries are welcome via the same email. PLEASE BE AWARE THAT THIS APPLICATION WINDOW MAY CLOSE EARLY IF WE RECEIVE A LARGE NUMBER OF SUITABLE APPLICATIONS.		

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Person Specification Requirements	Essential / Desirable	Method of Assessment
Qualifications		
Educated to degree level or equivalent in social sciences, psychology, public health, education, or related field	Essential	Application
Postgraduate qualification or training in evaluation, research, or applied social research	Desirable	Application
Experience		
Demonstrable experience conducting real-world evaluations in voluntary, health, education or social care settings	Essential	Application/ Interview
Experience of designing and delivering small-scale, mixed-method evaluations	Essential	Application/ Interview
Experience of working collaboratively with project teams and community participants	Essential	Interview
Experience of evaluating training programmes and/or digital resources	Desirable	Application
Experience of presenting evaluation findings clearly to non-specialist audiences	Essential	Application/ Interview
Knowledge		
Knowledge of appropriate evaluation frameworks and outcome measurement tools	Essential	Interview
Understanding of ethical and safeguarding considerations in research with parents and families	Essential	Application/ Interview
Knowledge of parent–infant relationships or early years services	Desirable	Interview
Skills, personal characteristics and values		
Strong analytical and interpretive skills (qualitative and quantitative)	Essential	Interview
Ability to design pragmatic, proportionate evaluation approaches	Essential	Application

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Excellent writing and report production skills	Essential	Application
Good communication and facilitation skills	Essential	Interview
Highly organised and able to work flexibly with shifting timelines	Essential	Interview
Competent in data management and use of MS Office/online collaboration tools	Essential	Application
Collaborative, diplomatic and respectful	Essential	Interview
Self-motivated and reliable	Essential	Application
Curious, reflective and committed to learning	Essential	Interview
Values-led and aligned with OXPIP's mission	Essential	Application