

# Research & Evaluation Manager

- 📍 HMP Brixton, London SW2 5XF
- 📁 Maternity cover
- ⌚ Full-time
- ➔ 24 days per year
- 😊 £28,000 per year



Prison  
Radio  
Association

## Welcome to the Prison Radio Association

We're an award-winning charity that has revolutionised communication in the criminal justice sector.

We developed and run **National Prison Radio** (NPR), the world's first national radio station for people in prison, providing practical advice, support and inspirational content to people behind bars. The service is available in prison cells across England and Wales via in-cell television.

We're also developing **Life After Prison**, a brand-new podcast channel for people leaving prison. And we are co-founders of **Prison Radio International**, a growing global movement of people using audio in criminal justice settings for social good.

We're leaders in using audio to change lives, working with a wide range of statutory bodies, government departments, charities and broadcasters, including national BBC radio networks.

**In 2020 we were named Production Company of the Year at the Audio Production Awards and won Gold at the 2022 ARIAs.**

## Research & Evaluation Manager

*This role reports to the Director of Development*

The Research & Evaluation Manager is a key role, focusing on all aspects of the Prison Radio Association's work in the UK.

Based in HMP Brixton, but with flexibility for some remote working, and regular travel to prisons in England and Wales, they oversee the day-to-day evaluation of National Prison Radio's impact on our audience, and track the progress made by people in prison who work in our studios.

In the coming year, the role will also include the development of a new evaluation model for our groundbreaking podcast project, *Life After Prison*, whilst working with a team of external academics to understand the long-term impact of our prison work.

Responsibilities include: conducting monthly listener surveys on prison wings; managing our annual evaluation with the national prison newspaper, *Inside Time*; reporting to the Learning and Skills teams in Brixton and Styal prisons on the progress of the people who are working in our prison studios; overseeing

monthly KPI reports from our frontline staff; managing the day-to-day relationship with our external evaluation partners.

## What's great about this job?

- You're at the heart of the action, recording and analysing feedback from our audiences, and ensuring we have the evidence to secure new funding and partnerships.
- You'll be working closely with our listeners, getting to know the prison system and the people within it.
- You'll get to work on two major strategic projects, working alongside our independent evaluation partners *Art of Regeneration*.
- You'll be joining a diverse, dynamic, passionate and hugely experienced team, who are committed to improving the lives of people in the criminal justice system.

## What will the first few months look like?

- You'll learn a lot, very quickly. You'll get to know the prison environment and the diverse needs of our listeners through visits to prison establishments across the country.
- You'll get to know the wider team and learn how National Prison Radio fits into the broader picture of our work, and what role it plays in prison life.
- You'll get to know the people that we work with – people in prison and those who have left prison. You will help to track the progress people are making in their personal development.
- You'll work closely with our podcast production team to trial new evaluation methods for people listening to our content after release from prison.
- You'll work with *Art of Regeneration* to start planning our annual evaluation, and to launch a long-term study of the impact of National Prison Radio on our audience.

## What are the core responsibilities of this role?

- This person manages the Prison Radio Association's evaluation work in England and Wales.
- You'll be planning visits to prisons across England and Wales, to conduct a minimum of 12 wing surveys a year.
- You'll formulate and design our wing surveys, as well as recording all participant data, and compiling a report with key findings.
- You'll formulate and design our annual national survey in *Inside Time*, record the responses, and compile a report which will be disseminated to the Ministry of Justice and other key partners.
- You'll conduct focus groups in prison for our partners as and when we are commissioned to do so.
- You'll manage the process of gathering monthly producer reports from front-line staff. Data from the producer reports is critical for measuring progress against our Key Performance Indicators.
- You'll record any signal issues that are reported by our audience.

- You'll write monthly reports for the Learning, Skills and Employment Managers in both HMP Brixton and HMP Styal, which detail the progress made by the people we work with behind bars.
- You'll ensure induction packs, appraisals and exit interviews are completed and filed accurately.
- You'll provide the Learning, Skills and Employment Manager at HMP Brixton with a monthly Quality Improvement Group (QIG) update.
- You'll support the Audiences Coordinator to compile the National Prison Radio correspondence log, which helps us to keep track of what our listeners are telling us.
- You'll work closely with *Art of Regeneration*. You will be the day-to-day contact, guiding their work, whilst supporting them through providing information, learning from them and inputting into ideas.
- You'll play a key role on the evaluation of our new podcast project, *Life After Prison*. Proving that we are having an impact on our target audience is critical in securing funding beyond the current pilot stage. You have a significant role to play in making sure that happens.
- You'll be a key part of a team that ensures all security and disciplinary requirements and good order are maintained, including safeguarding prisoners, staff and prison visitors.
- You'll represent and be an ambassador for the PRA.
- You'll act on any other reasonable requests from senior colleagues.

## What will you need to succeed in this role?

The ideal candidate will have a strong understanding of evaluation methods, both quantitative and qualitative. In particular, you'll have:

- A proven ability at managing an organisation's evaluation processes;
- Experience of carrying out a range of surveys, including face-to-face, written, and focus groups;
- A thorough understanding of data analysis, both quantitative and qualitative;
- Strong understanding of research and evaluation methodologies;
- Excellent written and numerical skills;
- Comfortable using Microsoft Office, Dropbox, Google Sheets and Salesforce; strong Excel skills
- A thorough understanding of and commitment to the aims of the PRA;
- An understanding of the criminal justice system and the role of National Prison Radio;
- An understanding of the pressures and opportunities of working in the charitable sector;
- Excellent ability to manage multiple streams of work, delegate and prioritise appropriately, maintaining a laser-focus on the organisation's core aims;
- Excellent communication skills and the confidence to represent the PRA in public;
- Strong ability to collaborate and build enduring, positive relationships;

- Resilience, motivation and enthusiasm, with the ability to influence, negotiate and present sound arguments to convince others;
- Excellent planning and strategic thinking skills.