

Director (UK office)

February/March 2024





Why join the CEI team?


- ✓ **Purposeful impact** Join a team united by the belief that good evidence and effective implementation can transform society.
- ✓ **Culture** Embrace our values-driven culture, celebrating diversity and championing lived experiences.
- ✓ **Professional evolution** Take part in continuous learning, professional development, and opportunities to maximise your potential.
- ✓ **Empowerment & ownership** Thrive in a dynamic environment where every role makes a tangible impact, ensuring your contributions matter.
- ✓ **Global exposure** Engage and collaborate with a network of global partners and work on projects that span continents.
- ✓ **Community & collaboration** Grow in our supportive, progressive culture that balances challenging work with fun.



Why join the CEI team?

- ✓ **Enduring partnership** With CEI, you're not just starting a job; you're building a future and legacy. We're invested in your journey, fostering a space where you can build a lasting career and make a difference.
- ✓ **Work benefits** A competitive salary, and extra benefits.
- ✓ **Flexible working arrangements** Our flexible work policies include hybrid home/office working and scope to compress your work week.

The Role



As the Director, you will be responsible for the strategic direction of CEI's UK work and team. You will lead our project portfolio, develop and expand our strategic partnerships and our profile, and lead business development activities.

- Lead the UK team, ensuring we recruit, develop, engage and retain excellent staff working to high standards.
- Be an integral member of the organisation-wide Leadership Team, driving delivery of CEI's vision.
- Lead the design and execution of a portfolio of methodologically rigorous, high-quality and impactful projects, ensuring high-quality delivery across the team's work.
- Ensure the financial health of our UK and wider business.
- Spearhead business and client development, building a portfolio of fee-paying projects in line with CEI's vision and primary focus areas.
- Sustain and develop strategic relationships with national and international partners.
- Champion CEI's strategic direction, influencing both short-term objectives and long-term goals.
- Grow profile for CEI as a leader in the field and demonstrate thought-leadership in your role.

Are you a strategic leader with expertise in research, evaluation and implementation science?

Do you have a passion for enacting meaningful, actionable change on a grand scale?

Are you ready to steer a global organisation's strategic direction with a focus on innovation and effectiveness?



Role purpose

Jane Lewis, who currently leads our UK team, will be stepping back from that role towards the end of 2024 to focus on leading some of our strategic projects. As a result, we are recruiting to a new Director to lead our UK team and portfolio of work.

The Director is a key position in CEI's Leadership Team. The Director is responsible for leading CEI's work, with a primary focus on the UK and broader the European market, as well as leading the UK team. (There is a separate CEI Nordic team leading CEI's work in Scandinavia.) Reporting directly to the CEO, this role also has a dotted reporting line to the Managing Director for aspects of the UK team's financial performance and operations.

Specifically, the primary focus areas of the Director are:

- 1. Strategic direction of the UK team** – Lead the strategic direction of CEI's team and work in the UK, and contribute to CEI's overall strategic direction, working closely with the CEO, Managing Director and wider Leadership Team
- 2. High-quality project delivery** – Lead key projects and provide oversight of all UK work (and other projects as required), ensuring high standards of rigour in methods and high-quality project delivery
- 3. Business and client development and stakeholder management** – Initiate, develop and maintain strategic relationships, build a portfolio of work in the UK aligned with CEI's vision and focus areas, and lead large-scale funding bids
- 4. Team management** – Lead the UK team, ensuring we recruit, develop, engage and retain excellent staff working to high standards of rigour



Key areas of responsibility

1. Strategic direction of the UK team

- Lead CEI's strategy and work in the UK and Europe, expanding CEI's profile, presence and portfolio of work
- Drive top- and bottom-line business growth for the UK office, collaborating with the Managing Director
- Identify and cultivate relationships with key partners and stakeholders in the region
- As a member of the CEI Leadership Team, contribute to the strategic leadership of CEI globally



Key areas of responsibility (cont.)

2. Rigour in methods and high-quality project delivery

- Lead the design and execution of a portfolio of methodologically rigorous, high-quality and impactful projects in the UK, and provide methodological and strategic input to other CEI projects as required
- Provide quality assurance across all the UK team's work and ensure excellent project delivery
- Manage key stakeholder relationships, including with high-profile clients, partners, collaborators and others
- Ensure the financial health and sustainability of the UK team and our wider business, through efficient project management and delivery, working closely with the Managing Director



Key areas of responsibility (cont.)

3. Business and client development and stakeholder management

- Spearhead business development in the UK and more widely, ensuring a strong project pipeline and increased median project revenue
- Lead and oversee the development of high-quality, methodologically rigorous and successful competitive tenders and grant applications
- Build long-term, mutually beneficial strategic partnerships with key sector stakeholders and with national and international partners
- Use compelling, evidence-informed and engaging thought leadership to influence stakeholders and the sector
- Ensure CEI's strong presence in the UK and globally, and represent CEI at key forums, conferences and meetings



Key areas of responsibility (cont.)

4. Team management

- Lead the UK team as a highly engaged, high-performing and diverse group, closely tracking staff wellbeing and cultivating CEI's culture of staff growth and development, sharing of expertise, and excellent teamwork and collaboration across the organisation
- Develop a senior management team and staff group with the right skills, capabilities, experiences and behaviours to support a sustainable business where diversity is valued and employees thrive
- Oversee the healthy and efficient functioning of the UK office, working closely with the Managing Director



Key selection criteria

Essential knowledge and experience

- Expertise and credibility in research and evaluation, and ideally also in evidence synthesis and implementation science
- High levels of expertise in the design and execution of rigorous research studies across a range of methodologies
- Expertise and credibility in at least two of our key content areas (e.g. mental health, social care and social welfare, parenting, education, youth justice) and a willingness to quickly develop expertise in other areas
- Advanced written and verbal communication, able to produce engaging outputs for a wide variety of audiences to support effective knowledge translation, and to chair meetings and present to diverse audiences
- Successful track record of building business through competitive tenders, grant applications and direct approaches
- Advanced client and stakeholder engagement skills and project management skills, including understanding client expectations, resolving conflicts, allocating resources and managing budgets, and motivating and leading teams
- Strong networks and established credibility within the UK social research sector
- Advanced team and people management skills, including coaching, mentoring and developing staff, and able to work effectively as a member as well as a leader of teams
- Successful track record in organisational leadership and of developing a positive organisational culture



Key selection criteria (cont.)

Personal attributes

- A highly collaborative and engaging person, committed to working closely with colleagues at all levels to sustain CEI's success
- Commitment to diversity, to high standards of professional ethics, and to evidence-informed practice and policy-making
- High levels of emotional intelligence, motivation and energy
- A high level of personal productivity and work impact, and ability to thrive in a fast-paced dynamic environment
- Commitment to learning and to contributing to a learning environment

Qualifications/Accreditations

- Post-graduate degree in psychology, social science, health or related discipline, or equivalent level of scholarship achieved through work

Summary of contract terms

Reporting to	CEO, with a dotted line to the Managing Director	Work location	London, UK
Contract length	Permanent, with 6-month probationary period	Time fraction	1 FTE
Remuneration	£80,000-£90,000 per annum	Direct reports	Approx. 5
Additional benefits	4 weeks' annual leave, plus 5 days' company leave Flexible hours and arrangements, including hybrid office/home working	Working relationships	Internal – Member of the CEI Leadership team External – Working closely with stakeholders and partners
Assets	Laptop, mobile phone	Criminal record check	Required
Travel	Some domestic and occasional international travel required.	Working with children check	Required

About CEI

Established in Australia in 2016, CEI is a global, for-purpose evidence intermediary and advisory organisation dedicated to using the best evidence in practice and policy to improve the lives of people facing adversity.





Who we are

Our mission

Our mission is to support the use of the best evidence in policy and practice to improve the lives of people facing adversity.

Our purpose

We exist to support the use of better evidence to improve life for children, families, and communities. We believe good evidence and effective implementation have the power to solve our most pressing social problems.

Our values

Transparency: Our work is rigorous, robust and inclusive of many forms of evidence and data.

Partnership: We recognise that change only happens through collaboration and shared leadership.

Social justice: Equity is fundamental to everything we do. We aim to work meaningfully with the people who are at the centre of policies, programmes and services.

Connection: We understand that evidence needs to be matched, translated and interpreted in relation to contexts and systems.

Diversity: We honour diversity and equity, and we commit to advancing these values through our work, our partnerships, and how we recruit and develop our people.

Where we work

CEI is a multi-disciplinary team spanning five global offices. We bring together global teams on projects, drawing on the strengths of experts across our offices to get the best insights and results for every partnership.



Our partners range from policymakers and governments to practitioners, programme providers, organisational leaders, and funders.

Our key service areas



Making sense of the evidence: We help identify what works, capture best practices, and map landscapes and systems.



Generating evidence: We are committed to building a high-quality evidence base to inform better policy and practice.



Getting evidence into policy and practice: We take on active implementation support to help our partners transform policies, practices, and systems.



Building cultures for evidence use: We develop skills and cultures within systems, organisations, teams, and networks to accelerate outcomes for people and their communities.

Our principles

Rigorous methods: We are committed to high-quality scientific research and best practice.

Independence: Our work is unbiased, transparent, and reliable.

Collaboration: We leverage strong academic networks and a global network of collaborators.

Real-world change: We specialise in implementation science to improve evidence uptake.



Our areas of work



Child, youth and family services



Housing and homelessness



Early childhood and parenting



Philanthropic practice



Education and training



Justice and crime reduction



First Nations Communities



People with disability



Health and mental health

Project examples



Multi-site randomised controlled trials of mentoring for young people at risk of involvement in youth violence

- A feasibility trial and efficacy trial involving 17 youth agencies
- We co-produced a shared practice model to align mentoring activity
- We ran a successful feasibility trial and have completed an efficacy trial
- This is a key effort to ensure that the formal evidence base better reflects the work of smaller grassroots youth agencies



Building YFF's toolkit of effective interventions

- YFF is the what works centre supporting employment opportunities for marginalised young people
- With Monash University and the Institute for Employment Studies, we carried out a network meta-analysis to identify components of effective programmes



Evaluation of the global Scaling What Works program

- Movember is a major global funding organisation in men's health
- CEI is advising Movember on how to select programmes with the best chance of scaling up
- We are generating new knowledge about the patterns and predictors of successful scaling through our work with 17 interventions in Australia, UK and Canada



Evaluation of Fluency Focus

- A feasibility study of a reading comprehension programme developed by one of EEF's Research Schools
- Assessing feasibility, acceptability and fidelity of early delivery of the programme
- Validation of the child assessments built into the programme



Establishment of endowed centre for evidence translation in Singapore

- Centre for Children and Families at National University of Singapore (launched late 2020)
- \$30m+ endowment. Partnership with Lien Foundation and NUS
- First knowledge translation centre of its kind in Singapore



UNICEF evaluation of scaling strategies in Serbia

- Support to UNICEF Country Office in Serbia on evaluation of regional strategy for scaling up evidence-based programmes
- We assessed the scalability of five childhood programmes
- We advised UNICEF on how to strengthen their approaches to scaling



Our collaborators

CEI is proud to work with more than 100 diverse global partner organisations to make lasting change in communities. Clients include:





Methods Lab

CEI's Methods Lab supports our methods to be rigorous, fit-for-purpose and cutting-edge.

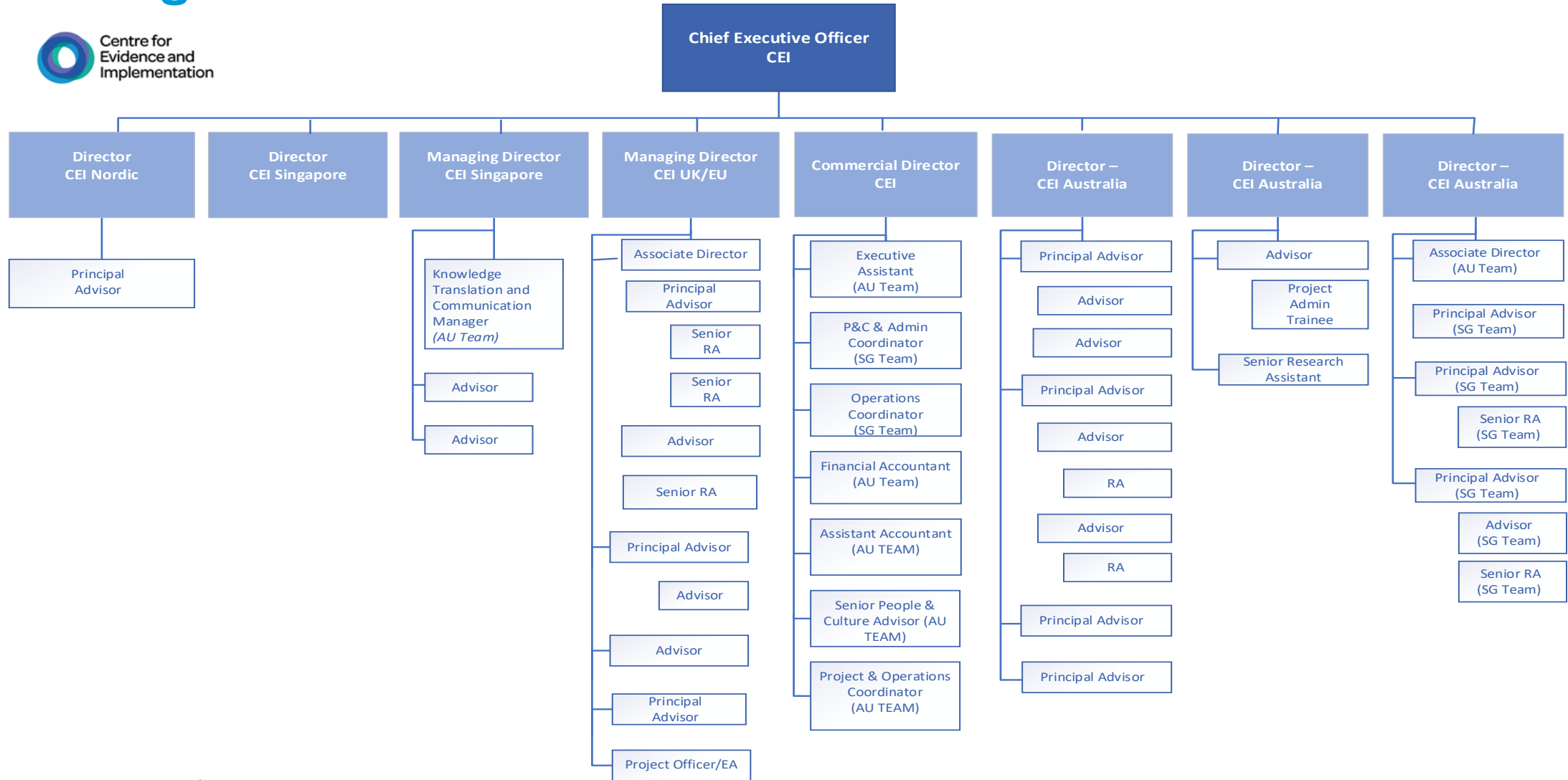
It operates as a collaborative effort, engaging both internal and external experts to guarantee consistency, innovation and adaptability in our approach.

The Lab supports the review, refinement and exploration of new methods across a variety of projects. It also fosters an environment of active learning and idea generation among the CEI team.

The Lab is anchored by six core members, each holding PhDs, and is further enhanced by adjunct members who bring specific skills when needed.

For more information on CEI's Methods Lab and its members, please visit:
<https://www.ceiglobal.org/about/our-people/methods-lab>

Our organisation chart



RA – Research Assistant
 EA – Executive Assistant
 AU – Australia
 SG – Singapore
 P&C – People & Culture



Our leadership team



Director

Cheryl Seah PhD



Managing Director - UK

Jane Lewis



Managing Director for Singapore and Asia

Maryanna Abdo



Director

Melinda Polimeni PhD



Chief Executive Officer

Robyn Mildon PhD



Commercial Director

Ted Wambui



Director

Vanessa Rose PhD



Our Board



Board Member

Mel Parks



Board Member

Michelle Nightingale



Board Member

Niki Ellis



Chairman of the Board

Peter Hodgson



Board Member

Rod Glover



What our team members say about CEI

India, Senior Research Assistant and Project Co-ordinator, London

CEI is a fantastic environment to cultivate new skills and engage with experts from across different sectors. And being part of the Ops Team has given me the opportunity to collaborate on projects across the whole of CEI, championing a culture of continual learning and ensuring our work is value driven and meaningful. I'm grateful to be part of such a multicultural, knowledgeable and open team.

Evelyn, Principal Advisor, Singapore

I am always motivated by the work we do; it never gets stale – from evidence synthesis to data analysis to capacity-building on implementation science, and in such a broad range of topics from early childhood development to mental health to philanthropy. Can't ask for a better or more supportive team to work with either!

Tamara, Principal Advisor, Melbourne

Over 15 years working as a community psychologist with vulnerable children and families in a range of settings, I encountered numerous barriers to being able to work effectively to enact meaningful, lasting change. When I came across CEI and started to understand Implementation Science, I was excited to discover see a way to bridge the evidence-to-practice gap and make a real difference in social services. I am thrilled to now be working in a dynamic, evidence-informed innovative organisation at the forefront of Implementation Science research and practice. I co-ordinate a number of projects in which we design and deliver training, provide coaching, consult with the sector and collaborate on applied research reports that inform policy and improve evidence-informed practice.



How to apply for this role

To express interest in the Director role, please **email your CV to:** cei.hr@ceiglobal.org

We will review applications as received and suitable applicants will be contacted.

If you would like to discuss the role before submitting your CV, please email: cei.hr@ceiglobal.org and we can arrange a discussion with Robyn Mildon (CEO) or Jane Lewis (Managing Director – UK).

The Centre for Evidence and Implementation (CEI) is a subsidiary of Save the Children Australia, a child-safe organisation. All employees are required to undergo a National Police Check and sign our Child Protection Policy and Code of Conduct.

Only applicants with rights to work in the UK will be considered.



CEI is committed to diversity and inclusion

Diversity and inclusion are fundamental to CEI's work. We are driven to improve outcomes for communities facing adversity through leveraging the best available evidence.

We actively seek and welcome applications from people with diverse backgrounds, and with lived experience of the social issues our work addresses and in the communities we aim to serve.

 www.ceiglobal.org

 [@CEI_org](https://twitter.com/CEI_org)

 [LinkedIn](https://www.linkedin.com/company/cei-org)

