



Evaluation and Learning Lead

Position Description

Role Specifics

Direct reports	0
Reports to	Evaluation and Impact Specialist
FTE	1.0 (Full-Time)
Location	Perth (Boorloo) - PLACE functions as a remote/hybrid workforce
PLACE Level	3
Salary Range	\$110,000 - \$130,000 + superannuation

Role Summary

The Evaluation and Learning Lead plays a critical role in ensuring PLACE continuously communicates its impact clearly and strengthens its ability to drive systems change. This role is responsible for embedding reflective practice across the organisation, translating insights into strategy, and supporting evidence-informed decision-making.

This role leads the development of organisational learning processes, facilitates reflection and evaluation activities and manages key reporting functions. The work of the Evaluation and Learning Lead will help PLACE amplify the voices of local communities, build sector capability and demonstrate the value of place-based and people-centred approaches.

Who We Are

Partnerships for Local Action and Community Empowerment (PLACE) is a national organisation that champions and supports community-led approaches to social and economic challenges.

PLACE is not a service provider. We are a support system - a hub for shared learning, partnership, and policy innovation.

Our work is underpinned by a belief that communities know best what matters to them, and that long-term change starts with shared decision-making and strong local leadership.



Areas of Responsibility

1. Learning Facilitation and Organisational Development

- Design and facilitate reflection sessions, learning circles, and reviews that transform experiences and feedback into actionable insights for PLACE teams.
- Lead organisational learning processes to explore critical questions about our effectiveness and identify where we should focus efforts for maximum impact.
- Facilitate organisation-wide discussions about evaluation findings, supporting evidence-based decision-making and helping teams use evidence to guide strategic planning and partnership decisions.

2. Reporting and Dashboard Development

- Create Power BI dashboards and automated reports that bring PLACE's impact to life, showing how our work connects communities with government, builds sector capability, and removes barriers to local change.
- Produce quarterly and annual reports for funders, government partners, and community organisations, ensuring compelling evidence presentation while maintaining PLACE's commitment to honest reflection.
- Develop tailored reporting products for different audiences, from detailed analytical reports for research partners to executive summaries for leadership and board meetings.
- Support grant reporting requirements and compliance obligations, presenting data in formats that meet funder expectations.

3. Evaluation Support and Contract Management

- Manage the contract and ongoing relationship with our external evaluator, including scope negotiations, budget oversight, and performance monitoring.
- Coordinate data collection activities across the organisation and create simple tools that make it easy for colleagues to participate in evaluation processes.
- Liaise between our external evaluator and internal teams to ensure evaluation processes are accessible and meaningful for our community partners.
- Create simple tools and processes that make it easy for colleagues to participate in evaluation activities and provide feedback.



4. Stakeholder Engagement

- Build and nurture positive relationships with PLACE's diverse network of stakeholders, including community members, partners, funders, creatives and suppliers.
- Collaborate with internal and external stakeholders to gather insights and data that amplify PLACE's impact and community voice.
- Represent PLACE in stakeholder meetings and events, contributing to a strong, professional and engaged public presence.