

Job Description

Summary	
Job Title	Monitoring, Evaluation and Learning (MEL) Manager
Department	Programmes
Location	Manchester, UK
Job Type	Full time
Reporting To	International Programmes Director
Direct Reports	None
Job Purpose	<p>Responsible for leading monitoring, evaluation and learning. The goal is to deliver excellent and innovative MEL systems, which are centred on the voice of the beneficiaries, and which enable effective decision-making, encourage learning and influence policy and practice. This will be achieved through establishing systems to track progress against clear goals and targets, collecting quality data which is analysed and used in order to make decisions, learn and contribute to establishing good practice both internally and with the wider sector and donor community.</p> <p>The MEL Manager is also responsible for developing and overseeing research activities, usually in conjunction with external research bodies, which enable to Hope for Justice to generate and share learning and good practice.</p> <p>The MEL Manager oversees and directs the work of M&E personnel (or designated person) in all projects and works closely with the partnerships (fundraising), communications and advocacy teams to ensure availability of timely, useful information and to contribute to grant preparation, monitoring and reporting. The position reports to the International Programmes Director, a member of the UK Executive team.</p>
Duties & Responsibilities	
<ul style="list-style-type: none"> • Develop, track and review Hope for Justice’s MEL strategy • Oversee the implementation of ‘fit for purpose’ monitoring systems and tools in all project sites to ensure efficient, accurate and quality data collection • Ensure monthly & annual organisational and contractual agreement reporting is available as required and presented in an accessible manner for executive, board and donors • Support MEL staff at the project level to design and undertake all MEL activities & outcome monitoring and to present this information in useful ways to inform learning and development • Develop monitoring frameworks and protocols, together with project MEL Managers, to document clearly how monitoring tools will be used and how data will be collated and presented • Ensure available data is being used to inform decision-making, learning and sharing activities, and that data is available in a format which suits the needs of every part of the organisation • Manage and/or lead all evaluations, assessments, such as mid-term reviews, end of project evaluations, feasibility studies, including the design of Scope of Work/Terms of Reference, preparation of monitoring data, review of inception reports, review of draft reports and formatting/publication of final report • Coordinate with programmes and MEL teams on research opportunities in partnership with external research bodies 	

- In collaboration with the communications team, manage the distribution of any evaluations and research findings including through conferences, webinars, newsletters and joint projects
- Lead and/or support project MEL Managers to lead internal learning events which allow the wider staff team to develop critical thinking skills and engage with evidence (internal and external) relevant to their work (e.g. through internal webinar/Book Club or project learning meetings).
- Represent the organisation on joint research and learning projects

Person Specification

Experience & Qualifications

- A post-graduate degree in a relevant field, preferably development or social policy
- Experience of managing MEL activities in a development setting, within the fields of child protection, human trafficking/exploitation would be an advantage
- Ability to design and manage monitoring systems including data collection (methods and tools), storage and analysis which promotes learning
- Wide experience of using both quantitative & qualitative monitoring tools to track complex results
- Ability to manage evaluations and to facilitate training and development workshops
- Knowledge of and a commitment to child-friendly & participatory data collection, analysis and reporting methods with vulnerable beneficiaries
- High level capacity in using both word-processing and spreadsheet computer software, as well as database and statistical packages
- Ability to work cross culturally, experience of working in low-income settings would be an advantage
- Capacity to write clear and relevant reports with a high standard of English

Skills & Competencies

- Ensuring excellent outcomes in the delivery of all activities to achieve HFJ vision and mission
- Promoting HFJ values in all aspects of the work
- Thinking analytically, guiding others to do the same so as to generate learning & solve problems
- Generating, questioning and analysing data, both qualitative and quantitative
- Facilitating group and one-to-one work (virtually and in person), able to work alone & in teams
- Providing constructive feedback to promote learning and progress

This Job Description provides an overview of the member of staff's role and responsibilities. In addition, the member of staff is expected to show flexibility and willingness to undertake additional or modified tasks assigned to them throughout the year.

This Job Description above should be read in conjunction with the staff member's Annual Goals and Personal Development Plan.

Review

Date Completed	29/03/18
Version Number	1.0
Approved By	COS