

## **JOB DESCRIPTION**

<b>Job Title:</b>	Monitoring, Evaluation and Learning (MEL) Manager
<b>Responsible to:</b>	Director of Programmes (DoP)
<b>Responsible for:</b>	MEL Officer
<b>Salary:</b>	£34,964 -£38,744
<b>Location:</b>	London (UK) with international travel

### **Introduction to Raleigh International**

Today more people than ever before are working together to create sustainable change around the world. Despite this, there is much more work to be done.

Raleigh International connects communities wanting to improve their lives and their environment with passionate people from around the world who want to take positive action.

We believe that when local communities and young people work side by side to create positive change, it empowers them. And it's the energy and motivation of empowered people that creates lasting change

Raleigh International is a sustainable development charity. We focus on working for and with youth to inspire and make positive change in three areas: providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods.

Our way of working to achieve impact in all of these areas is by engaging young volunteers from around the world through our current main delivery programmes: Raleigh Expedition and International Citizen Service (ICS), a UK government-funded development programme that brings together young people from all backgrounds to fight poverty around the world.

We operate in partnership with communities, non-governmental organisations (NGOs) and governments in Malaysian Borneo, Costa Rica, Nicaragua, Nepal and Tanzania. Since our foundation as a charity in 1984, Raleigh volunteers have become a global community of more than 40,000 people committed to building a sustainable future.

### **The Raleigh Brand**

#### **Our Vision – the world we want to see**

A global community working to build a sustainable future.

#### **Our Mission – why we exist**

To create lasting change through youth

#### **Our Values – how do we behave?**

Our values are at the heart of our work. They guide how we do what we do. They are shared by our staff, supporters, volunteers, project partners and the communities with whom we work.

- **Find the courage**

We find the courage to step out of our comfort zone and create change.

➤ **Never give up**

We have the grit, determination and resilience to get the job done.

➤ **Open to discovery**

We are open-minded to trying new things and learn from one another.

➤ **Act with Integrity**

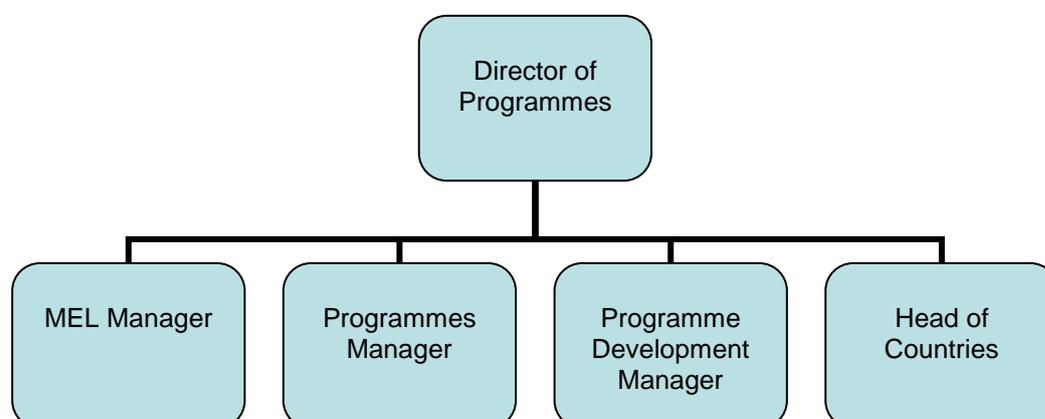
We act with honesty and respect, and we take responsibility for doing what we say.

➤ **Create Impact together**

We seek to maximise long-lasting impact in everything we do.

## Overall Purpose of the Role

The MEL Manager is a core member of Programme and Policy (P&P) team at our Head office in London. The team structure is shown below:



As such he/she will work closely with the rest of the team to deliver quality outputs against our core tasks of: leading programmatic design and management; ensuring programme quality across Raleigh's work; direct management of overseas operations; supporting improvements in programme impact and the development of our policy work. The MEL Manager will work to ensure all appropriate systems, processes and tools are in place in all our Thematic programmes (hereafter TP's) and projects so we reach intended strategic impact in Water, Sanitation and Hygiene (WASH), Natural Resources Management (NRM), Community resilience (CR) and Youth Leadership (YL).

The MEL Manager will lead on developing and implementing Raleigh's MEAL strategy, ensuring it generates robust evidence for Raleigh's TPs and projects, as well as for programmatic learning that leads to action, decision-making and influence.

The ideal candidate will:

- Review current MEL strategy and develop a new MEAL Strategy is embedded in Value for Money and Social Return on Investment (SROI) principles
- Develop and strengthen existing MEL frameworks and organisational MEL processes and tools to ensure implementation of Raleigh's MEAL Strategy and framework
- Support the progress of MEAL outcomes work including the development of a common methodology for measuring outcomes around our key Thematic

Programmes and cross cutting themes, as well as additional outcome areas that might emerge

- Lead on technical and process support, including capacity building across the organisation, to strengthen Raleigh's evaluation practice
- Ensure effective use of evaluation learning to inform management decision-making and improve programme quality
- Lead on external evaluations ensuring that lessons learned are shared with the development stakeholders internationally and in the UK

## **Principal Accountabilities and Responsibilities**

The post holder will:

### **1) Strategy implementation and development (30%)**

- Lead on development of new MEAL Strategy ensuring that the strategy is concurrent with the latest MEAL discussions and tools
- Lead on strategy operationalisation including development of Plan of Action (UK and overseas) and development of Key Performance Indicators (KPI's) for measuring progress of the strategy.
- Lead on strategy progress monitoring, evaluation and reporting. This includes timely and accurate reporting as required on programme indicators on a quarterly and annual basis.
- Lead on ensuring that knowledge generated is analysed and lessons learned institutionalised. This includes answering questions such as: How can we effectively understand if our work is having the impact we are intending? How can we effectively learn from our work? How can we effectively communicate to and be accountable to our key stakeholders?

### **2) Systems and Processes development (40%)**

- Lead on standardising data collection, collation and analysis at the operational country level including setting a process on how the data is converted to institutional learning in thematic and other areas of impact reporting
- Lead on the setting of indicators at the global and project levels for Raleigh's new thematic plans including leading on the use of MEAL data to promote evidence-based learning, reflection, and decision making
- Lead on the refinement of Raleigh's project cycle tools and processes
- Support project and proposal development processes, working with the Programme Development Manager to ensure the inclusion of quality indicators and sufficient MEAL budget in our projects

### **3) Knowledge building (20%)**

- Lead on provision of guidance and support to cross organisational programme staff on all aspects of monitoring, accountability, evaluation and learning
- Lead on capacity building of our overseas teams including improving knowledge on setting indicators and means of verification, data collection and collation, analysis and how to generate knowledge that serves programme/project implementation and development

### **4) Coordination and team management (10%)**

- Line management of the Programmes Officer (Monitoring, Evaluation and Learning)
- As a member of Programmes and Policy team, contribute overall team work
- Engaging with external debates and circles, to share Raleigh's programme learning and implications for policy and practice

**5) Other:**

- To undertake other duties as required by the DoP
- Support to Raleigh Senior Management Team as required

## **Person Specification (Skills and Experience)**

### **Key personal competencies:**

- Strong experience of strategy development and implementation oversight
- Significant experience designing and implementing monitoring, evaluation and learning frameworks and processes
- Training in research methods (quantitative and qualitative), relevant to monitoring and evaluation, at least at graduate level including knowledge of current thinking in the sector
- Experience of working with at least with 1 of Raleigh's 4 Thematic Plan's (preferably Natural Resource Management and Youth & Civil Society)
- Experience promoting learning and reflection for action in an organisational context.
- Strong analytical and research skills, including the ability to process large amounts of information, distribute it appropriately and extract critical analysis from it
- Experience of development and use of information management systems for programme management, monitoring, and organisational learning, including mechanisms, forums and processes for facilitating the sharing of lessons and experiences between teams
- Ability to organise and manage own priorities effectively and work to tight deadlines
- Excellent communication skills including confident verbal communication and presentation skills, and proven effective writing skills

### **Essential**

- Be flexible and a good team player
- Have high levels of integrity, sound judgement and personal resilience
- Ability to supervise and support operations and people at a distance
- Ability to identify and solve problems, including process and capacity gaps
- Have a strong commitment to Raleigh International's aims and ethos
- Have a flexible, collaborative leadership style and proven motivational and supportive people management skills with the ability to take colleagues and staff with you
- Enjoy working as part of a rapidly growing and developing organisation
- Have the interpersonal & communication skills necessary to establish and manage collaborative relationships with partner organisations and donors
- Have excellent planning, organisational and time management skills
- Be able to work well under pressure, prioritise a heavy workload and work both reactively and pro-actively

- Have experience of developing teams – including performance management & appraisals
- Have excellent oral and written skills
- High level of computer proficiency particularly with MS Office packages
- Have a high degree of tact, diplomacy and corporate spirit
- Be available and willing to travel internationally
- Have demonstrated analytical skills and financial management
- Be forward thinking

## Other Information

### **Holiday entitlement**

The holiday entitlement for full-time staff is 25 working days per year, plus 8 public holidays. Part-time staff receive a pro-rated entitlement.

### **Office hours**

Normal office hours are Monday to Friday, 9.00 am - 5.00 pm though staff can vary their start and finish times between 8.00 am – 4.00 pm and 10.00 am – 6.00 pm, although weekend, early morning and evening working required, particularly liaising with countries globally.

## Safeguarding and Vulnerable Adults

Raleigh International is committed to ensuring the health, safety, welfare and development of all young people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All participants who take part in activities organised by us should enjoy taking part in these without fear of harm. We guide all staff and volunteers to show respect for and understanding of young people's rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

## Anti-Corruption Policy

It is Raleigh International's policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harms the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh's policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.