

JOB DESCRIPTION

Job Title:	MEL Adviser
Location:	London
Management responsibility:	Contracted consultants and project staff
Reporting to:	Head of Organisational Development Unit, with strong line to Head of Funding
Key relationships:	Country Programme teams; Policy, Advocacy and Communications team; Funding team
Salary range:	£34,506 - £42, 000 gross per year plus 9% pension contribution

BACKGROUND:

Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Job Purpose:

The purpose of the post is to ensure that the impact of Saferworld's work is identified, shared, learned from and communicated to key stakeholders, working across the organisation and developing and managing processes which enable this. The postholder will lead on accountability to strategic and cross-organisational donors.

S/he will ensure that Saferworld's responsibilities related to its strategic and cross-organisational donors are being met. These include:

1. Gathering data and writing annual reports for strategic reporting
2. Supporting teams to demonstrate significant results every year
3. Showing how Saferworld is innovating and sharing learning across the sector and beyond
4. Undertaking regular reviews, and managing robust evaluations of Saferworld's work

This is a position which works cross-organisationally, taking a lead on support to MEAL staff across the organisation, and working directly with the Funding team on strategic grants and IATI compliance.

Summary of key areas of responsibility:

1: Providing support to programme and policy teams on MEL – strengthen teams' capacity to demonstrate impact, through monitoring, evaluation and accountability processes, working closely with the Learning Manager based in Nairobi to facilitate cross-organisational learning and with our Partnership Adviser to encourage greater mutual accountability with partners.

2: Coordination of the monitoring, reporting, and evaluation aspects of our unrestricted/strategic funding, including developing content for strategic/unrestricted funding proposals and liaison with relevant donors.

3: Providing support to specific programme and policy teams on content development for strategies and proposals

Duties:**1: Advise and support programme, policy, advocacy and communications teams to demonstrate success**

- Work closely with MEL staff across the organisation, and lead on coordinating support for these technical staff
- Advise programme and policy/advocacy/communications teams on planning, monitoring, evaluation and reporting
- Ensure teams collect evidence on an on-going basis, which can be used for strategic grant reporting and contribute to increased learning, impact and accountability
- Support teams to invest in and use beneficiary feedback approaches
- Play a key role in the ODU team, in particular supporting teams to use our Outcome-focused approach and Programming, Monitoring, Evaluation and Learning Guide, and our online reporting processes,

2: Coordinate the monitoring, reporting, and evaluation aspects of our strategic funding, and any new large cross-organisational grants

- Lead on coordinating and writing Saferworld's annual reports to strategic donors, ensuring that they are high-quality, relevant and evidence-based
- Determine the scope of and manage any related performance reviews and final evaluations, and support externally-contracted consultants
- Develop content for strategic funding and large cross-organisational grants with relevant programme and advocacy, policy and communications teams.
- Play a lead role on accountability issues, such as IATI, and help to develop policy and practice on assessment of value for money

3. Support specific programme and policy, advocacy and communications teams on content development for strategies and proposals

- Work with designated teams across the organisation on specific content development for proposals

PERSON SPECIFICATION**Experience**

- At least five years of demonstrable experience of monitoring, learning and evaluation, including participatory MEL, in a conflict-focused or development organisation
- At least four years of demonstrable experience of reporting on core institutional grants, or equivalent, preferably with a governmental donor, and liaison with senior civil servants
- Experience of coordinating and working with others across the sector to ensure two-way learning
- Experience of working with programme teams to develop appropriate and manageable MEL approaches

Knowledge

- An appropriate higher degree (or equivalent) in international relations, political science or a related field;
- Knowledge of security, development and conflict prevention issues;
- Knowledge of trends and developments related to monitoring and evaluation, organisational learning and impact assessment

Skills

- Facilitation and capacity-development skills (group and mentoring)
- Proven ability to work effectively as a member of a team
- Proven report writing skills, with an ability to write in plain English
- Self-managing, with full Microsoft office skills

Desirable

- Familiarity with using an office intranet
- Fluency in a second language

TERMS AND CONDITIONS

Salary range: £34,506 - £42,000 gross per year plus 9% pension contribution

Probation: There is a 3 month probation period

Holidays: 28 days a year (Jan-Dec) in addition to relevant public holidays

Hours: Standard working week is 37.5 hours

Travel: Approximately 6 weeks per year

APPLICATION PROCESS

To apply: Please fill in an application form www.saferworld.org.uk/about/jobs and email to Marie Aziz at jobs@saferworld.org.uk Please use subject heading: Ref: MELA

Deadline for applications: 23 July 2017