



ARTICLE 19

JOB DESCRIPTION

Monitoring, Evaluation & Reporting Officer

Responsible to:	Head of Projects
Key Relationships:	Monitoring & Evaluation (M&E) focal points, Programme and Project Managers, Cross-Programmatic Projects Manager, Director of Programmes and the Communications team
Contract:	1 year renewable
Working Hours:	Full time (37.5 hours per week)
Salary:	£29,145 – £32,459 per annum
Location:	London

ROLE PURPOSE

The purpose of the role is to ensure that the impact of ARTICLE 19's work is identified, captured, shared, learned from and communicated to key internal and external stakeholders.

The role is responsible for developing and implementing monitoring and evaluation systems to effectively plan, implement, capture, analyse and report the impact of our programmatic work.

You will be required to work closely with programme managers to enhance our entire project planning lifecycle to improve the effectiveness and quality of our work and the production of timely and high quality evidence-based reporting. This work will not only allow us to meet increasing donor demands, but also to provide key information that will enable us to make better informed resource decisions.

With experience in programme delivery and strong technical competence in monitoring, evaluation and reporting methods, you will need excellent interpersonal and communication skills, plus the ability to lead and motivate others. A good understanding of the international human rights space and demonstrable ability to manage internal and external stakeholders will contribute to success in this role.

KEY RESPONSIBILITIES

Develop the M&E systems and lead in its implementation

- Develop an organisational M&E system including a logical framework for the organisation. Lead the technical design of M&E methodologies and tools that allow accurate, reliable information to be collected and reported against
- Ensure that M&E tools and processes are understood and used consistently across the organisation and identify where changes of the current M&E practices might be needed
- Develop ToRs for M&E surveys, mid-term and final project evaluations and co-ordinate external evaluations
- Lead on the identification of case studies and lessons learned, and support the team to act upon these lessons and to share them with others both within and beyond ARTICLE 19
- Strengthen organisational planning to ensure that past project performance is considered as part of project design and delivery
- Work closely with Fundraising to ensure programmes and projects proposed are based on clear theories of change, draw upon the monitoring framework and reflect lessons learned

Lead internal reporting and evidence collection and analysis

- Implement and maintain a quarterly reporting mechanism that serves organisational requirements for internal and external audiences
- Guide programme and project managers in preparing and analysing their quarterly reports and evidence collection
- Lead on reviewing, analysing and synthesising reports and monitoring evidence reported by all programmes on a quarterly basis
- Guide programme and project managers on linking results with activities, quality of evidence, project performance and recommendations for any adjustments or improvements
- Ensure information from reports and evidence are documented for reporting and learning

Produce the organisational annual report

- Lead the production of the annual report in collaboration with the Communications team
- Conduct internal interviews and research related to the annual report to determine which objectives were met and what were the barriers to achieving objectives and goals
- Lead external research related to the annual report to find positive news stories about the organisation in collaboration with programme managers and the Communications team
- Write the annual report using gathered research, internal quarterly reports and project reports and ensure that reported facts are appropriately backed up by research and evidence

- Collaborate with the communications team to ensure that the annual report conveys the look, feel, tone and brand of the organisation

Support programmes, regional offices, and our partners to demonstrate impact and learning

- Strengthen the capacity of our programme and policy teams and partners to demonstrate impact, learning and accountability
- Advise programme and policy teams and partners on M&E processes, tools and plans and ensure compliance with in M&E, data quality and management
- Mentor ARTICLE 19 M&E focal point to ensure programmes and policy teams are supported to integrate best M&E working practices and methodologies
- Play a key role in the designing, introducing and supporting mechanisms and processes which maximise the opportunities for cross-organisational learning and ensure that learning is acted upon

PERSON SPECIFICATION

ESSENTIAL

Education and Knowledge

- Educated to degree standard
- Knowledge of human rights plus knowledge of key freedom of expression and information issues

Experience

- At least 3 years' experience in the design or development of M&E methods and approaches within the INGO or NGO or similar sector
- Proven experience with logical framework approach using global indicators
- Proven experience with planning and implementation of M&E systems
- Proven experience of working with staff and partners to implement M&E and reporting systems
- Experience of managing evaluations in conjunction with field officers
- Proven experience of writing reports as a result of M&E processes, to both external and internal audiences
- Experience of synthesising, summarising and providing clear analysis of a complex organisational reporting process

Skills and Abilities

- Proven ability to meet deadlines and effectively manage conflicting priorities
- Proven ability to lead programmes of work with clear deadlines set to others within the organisation, and ability to motivate others to comply with deadlines
- Proven ability to work on own initiative and to play a leadership role within an organisation
- Proven ability to work under pressure and manage time effectively
- Knowledge of institutional donors
- Excellent written and spoken English
- Proven experience and ability of adapting writing in English for different audiences

- Excellent interpersonal communication and influencing skills, including ability to build relationships with wide range of people, both internally and externally
- Proven ability to work with others not fluent in English language

Other

- Must have the right to work in the UK
- Willingness to work outside normal working hours including weekends and evenings
- Cultural sensitivity and commitment to equal opportunities

DESIRABLE

- Post graduate qualification
- Knowledge of at least one of the following languages: French, Spanish, Portuguese or Arabic
- Experience of working in one of the regions or countries where ARTICLE 19 is based
- Ability to represent ARTICLE 19 at external forums