

Monitoring, Evaluation and Learning (MEL) Officer – Job Description

- Salary: £22-24,500 pro rata for part time 3/days per week
- Contract type: Fixed term contract to 31st December 2018.
- Reporting to: Network Development Manager
- Direct reports: None
- 25 days annual leave per year pro rata
- Employer contribution to pension fund of 5% of gross salary
- Location: CSC Offices in Central London with some flexibility upon agreement with line manager

About CSC

Consortium for Street Children (CSC) is the global network that raises street children's voices, promotes their rights and improves their lives. We do this through advocacy, research and network development. We have over 90 members working in 130 countries around the world. Our network comprises small and grassroots NGOs, large international NGOs, individual researchers and a federation of street children.

CSC is a small, dynamic and professional team that adds value to and support the CSC network. For more information, visit www.streetchildren.org, www.streetchildrenresources.org and www.streetchildrenday.org.

Job summary

The role of the Monitoring, Evaluation and Learning (MEL) Officer is to support the implementation and on-going development of MEL processes and systems relating to CSC's projects and wider strategic plan. This supporting and administrative role will work across the organisation's strategic work streams to gather, analyse and present data about our work for the purposes of organisational planning, funder reporting and shared learning.

The MEL Officer is a new role which will provide technical, operational and administrative assistance throughout the planning, monitoring, evaluation and learning process. The MEL officer will prepare and implement a variety of technical and administrative tasks contributing to evaluation planning, implementation, oversight and reporting across multiple departments.

In particular, this role will implement developmental evaluation frameworks for CSC's network cluster partnership projects, including *Keeping Street-Connected Children Safe*, CSC's new 2-year partnerships project funded by Red Nose Day Fund USA and *Building with Bamboo*, a 2-year learning partnership funded by the Oak Foundation.

Specific responsibilities

1. As the MEL lead for CSC's network cluster partnership projects you will:

- Support the Network Development Manager to develop and implement appropriate learning-based evaluation frameworks in collaboration with external consultants where necessary.
- Lead the collation of data and learning outputs, liaising with shared learning leads and champions at partner sites and the Digital and Communications Managers to ensure it can be understood and communicated externally and internally
- Oversee, process and collect quantitative and qualitative data to comply with contractual reporting and support the Network Development and Fundraising Managers to produce accurate, timely reports to funders relating to network cluster partnership work
- Provide technical support to the Network Development Manager to ensure projects have quality MEL and are measuring progress against indicators in line with project plans and objectives.
- Produce MEL tools, templates and documentation for MEL activities at partner sites
- Collate, edit and present learning outputs for sharing throughout the CSC network and beyond.

2. Organisational MEL and Impact

- Lead on the integration of relevant project indicators in to the emerging organisation-wide MEL and impact frameworks, and embed lessons from evaluations in to wider CSC planning and management
- Provide guidance in the development of M&E plans in order that CSC's organisational learning is integrated across work streams
- Support the development and implementation of CSC's impact assessment framework and other evaluation approaches, in order that CSC's impact can be measured and evidenced
- Advise the CSC team on appropriate systems to store and analyse data and produce reports (quarterly, annually, evaluations, case studies, etc)
- Develop strategies for identifying good practices to reflect and share learning internally and externally
- Share lessons learned from evaluations for integration into broader knowledge development planning and management efforts.
- Contribute to CSC's annual review and impact reporting processes

3. Planning

- Maintain an overview of the organisational work plan, drawing together individual work plans from across the team to ensure coherence
- Develop and implement planning and progress tracking procedures in order to support the team in delivering the work plan to deadlines and manage work flow, by flagging up deadlines and possible stress-points

4. Other

- Carry out any other duties within the scope, spirit and purpose of the job
- Abide by all CSC policies, regulations and procedures.

Person specification

	Criteria (essential unless otherwise stated)
EXPERIENCE	<ul style="list-style-type: none"> • At least 2 years' experience working in NGO settings including on programme and project support, M&E and/or organisational learning • Experience of supporting a small, busy team • Experience of developing and maintaining databases and information systems
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent analytical skills and a meticulous eye for detail • Excellent verbal and written communication skills in English, including the ability to represent complex information in an easy-to-understand way • Ability to work well under pressure, multi-task and meet deadlines • Demonstrated ability to use own initiative/self-motivator • Team player with adaptable, flexible and pragmatic approach to work • Sound ICT skills including use of databases and web-based shared learning tools
KNOWLEDGE	<ul style="list-style-type: none"> • M&E systems and approaches including learning and innovation-based evaluation • The street-connected children field and sector developments
EDUCATION/ TRAINING	<ul style="list-style-type: none"> • Educated to degree level preferably in development, human rights, social science or related discipline, or relevant post-degree experience in one of these areas
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Commitment to realising street-connected children's rights • Keen to be part of a small team making a big difference • Competent in other languages, particularly Spanish and/or French (desirable)