

Role Profile

Job title:	Monitoring and Evaluation Officer
Location:	Flexible (but European time zone required)
Reports to:	Senior Operations Manager
Contract:	This role is funded for two years through a partnership with UNICEF

Summary of Role

The Duke of Edinburgh's International Award (the Award) is the world's leading youth achievement award, equipping young people for life and work. Each year, more than one million young people take part in the Award in over 130 countries and territories. We at The Duke of Edinburgh's International Award Foundation (the Foundation) drives and supports the Award's global growth, through supporting the Award in those countries and territories, so more young people can take part.

As Monitoring and Evaluation Officer, you will report to the Senior Operations Manager and help to develop and implement monitoring and reporting processes across the Foundation's grant-giving activities. To be successful in the role, you must have excellent knowledge of results-based monitoring and reporting, including experience in sampling techniques and the use of computer software in support of monitoring, reporting and statistical analysis; demonstrate strong organisational and administrative skills, and ideally have experience working with colleagues from different cultural backgrounds.

The initial focus of this role will be monitoring and reporting in relation to the implementation of a UNICEF funded programme, Stand By Me. This programme is a collaboration between the Foundation and the Award in Romania, Slovakia and the Czech Republic, leveraging the Award's framework for non-formal education and learning as a tool for community inclusion. This role will also work closely with colleagues from the Operations and Finance team to ensure accurate information is delivered to key stakeholders.

Key Responsibilities

Monitoring and evaluation:

- Chase, review and approve grant reports from existing recipients
- Collation of timely reports for internal Senior Management Team
- Review and improve the sustainability of the projects the International Award is funding
- Supporting the Senior Operations Manager to develop, implement and maintain the 'Stand By Me Programme' monitoring frameworks and tools
- Develop, review, and disseminate performance indicators and methodologies to Operators to collect data and meet end targets

Financial reporting

- Together with the Senior Operations Manager oversee the grant budget and ensure that operators deliver on budget

- Support the Senior Operations Manager with the financial reporting for Senior Management and various stakeholders

Operations support

- Continuously streamline and improve the quality, consistency and reliability of the collection, processing and management of data as it relates to planning, monitoring and reporting.
- Support the development of other Foundation grant reporting efforts as required.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	Evidence of standard level of education – GCSEs, etc.	Achieved bronze, silver or gold Duke of Edinburgh’s Award	Application form and qualification certificates
Experience	<p>Previous experience of delivering a high standard of administrative support in a busy environment</p> <p>Demonstrable experience of communicating to a broad range of stakeholders using various media (e.g. email, publications, letters)</p> <p>Experience of working or supporting with data collection</p> <p>Experience of working with computer-based data collection software (or willingness to learn)</p>	<p>Previous experience of working in a youth development organisation</p> <p>Previous experience of working in the charity/ not-for-profit sector</p> <p>Previous experience of copyrighting and drafting social media communications</p> <p>Experience with UNICEF or other UN/humanitarian agencies</p> <p>Experience of working with internally displaced or refugee populations</p>	Application form and interview
Knowledge	Cultural awareness and sensitivity	<p>Knowledge of The Duke of Edinburgh’s International Award Foundation</p> <p>Understanding of the political, social, and economic issues in Eastern Europe</p>	interview
Skills and Abilities	<p>Ability to maintain confidentiality and work within protocols and procedures</p> <p>Business level of written and verbal communication skills in English</p>	Able to work on own initiative and with little supervision	interview

	<p>Meticulous attention to detail</p> <p>Strong organisational skills</p> <p>Excellent time management</p> <p>IT literate. Experienced user of MS Word, Excel and PowerPoint</p>	<p>Second language skills from one of the partner countries or Ukrainian would be an advantage</p> <p>Experience of Salesforce or similar data management tool</p>	
Circumstances	<p>35 hours per week (Monday to Friday) with flexibility required. Overtime is not payable, though hours worked over and above standard contract can be taken in lieu of payment (in line with policy).</p> <p>Benefits dependent on location of residence.</p>		