



## Monitoring and Evaluation Officer

<b>Location:</b>	Remote (EU time-zone)
<b>Reports to:</b>	Senior Operations Manager
<b>Contract:</b>	Full time (35 hours per week), 1 year
<b>Salary:</b>	£27,000

## THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

The Duke of Edinburgh's International Award (the Award) is a Non-Formal Education and Learning framework encouraging young people to find their purpose, place and passion in the world.

In more than 120 countries and territories, our globally recognised accreditation is available to all 14 to 24-year-olds, of all backgrounds, locations, cultures and abilities.

Through the programme, each young person becomes part of something special while developing their own interests, universal skills and life aspirations.

Founded in 1956, the Award highlights the value of Non-Formal Education and Learning. Today there are consistently over a million young people taking part in the Award to believe in the power of their potential, make a difference in their community and take control of their future. The result? Entire generations of innovators and changemakers who are truly world-ready.

Millions have been impacted by the Award, experiencing first-hand that not all learning happens in the classroom.

Operating for almost

**70 YEARS**

Operating in

**120+ COUNTRIES  
AND TERRITORIES**



**MILLIONS**

of Award alumni globally



**1 MILLION  
PARTICIPANTS**

**A UNIQUE  
INTERNATIONAL  
ACCREDITATION**



Supported by over  
**162,500**  
VOLUNTEERS



**OUR AMBITION:**

One day, every eligible young  
person will have the opportunity  
**TO PARTICIPATE**



Almost **5 MILLION HOURS** devoted to volunteering by participants who completed their Award in 2022

## THE AWARD FRAMEWORK

Whilst the framework of this internationally recognised accreditation remains the same around the world, participants select self-identified areas of interest to pursue. Each young person develops their own unique Award programme that builds the character, skills and confidence needed to improve themselves and their communities.

The Award encourages them to step outside their comfort zone and develop positive habits that they will take with them for the rest of their lives.

### FOUR SECTIONS (FIVE AT GOLD LEVEL)

	<b>SKILLS</b> Develop transferrable skills
	<b>PHYSICAL RECREATION</b> Get active
	<b>VOLUNTARY SERVICE</b> Give back to communities
	<b>ADVENTUROUS JOURNEY</b> Experience adventure and learn to lead
	<b>GOLD RESIDENTIAL PROJECT</b> Broaden horizons, meeting others in a new environment*

\*Gold level only

### THREE LEVELS

	<b>BRONZE</b> Aged 14+, 6 months min
	<b>SILVER</b> Aged 15+, 12 months min
	<b>GOLD</b> Aged 16+, 18 months min

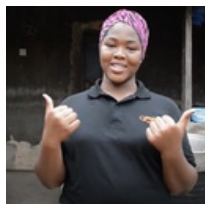


## WHERE IS THE AWARD DELIVERED?

The Award is delivered via hundreds of thousands of youth-focused partners and operators in a wide range of locations, from schools and custodial institutions to Scout groups, and refugee camps.

Although the Award's framework remains the same wherever it is delivered, every Award is itself unique and no two Awards are the same.

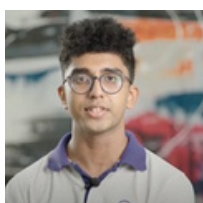
The Award is currently licensed in 120 + countries. Find out more below.



**WATCH: Mental and Physical Health, Trinidad and Tobago**



**WATCH: Blind Boys' Academy, India**



**WATCH: Conservation in the Award**



**READ: Special Projects, Nepal**

## THE FOUNDATION

The Duke of Edinburgh's International Award Foundation is the international charity that drives and encourages the Award's growth, access and impact across the globe. Working in partnership with organisations and governing bodies, we oversee the licensing of Award operators – including schools, youth groups, employers and custodial institutions – in more than 120 countries and territories. With our guidance, operators deliver the globally-recognised Award, which provides opportunities for 14 to 24-year-olds of all backgrounds, locations, cultures and abilities, to develop their interests, skills and life aspirations.

Our long-term aim is that every eligible young person aged 14 – 24 will have the opportunity to participate in the Award.

We aim to increase the Award's global access, reach and impact through:

- raising and granting funds to scale up operations and increase diversity, equity and inclusion
- campaigning to raise the profile of non-formal education and learning
- broadening our network of volunteers, operators and digital systems
- ensuring participation is affordable for all

When it comes to creating empowered citizens who will go on to solve some of society's biggest problems, we must acknowledge that many of life's greatest lessons happen beyond the classroom. The Award gives young people the chance to discover exactly that.



## OUR KEY AREAS OF WORK

### BEYOND LICENSING AND ACCREDITATION

Whilst one of our primary roles is to license the Award around the world, the Foundation is so much more than a franchiser. We work with our Operators Partners to drive global change in a number of key strategic areas.



#### FUNDING

We provide grants to operators in our global Award family to scale up their operations and/or carry out projects that enable even more young people to take part in the Award.



#### TRAINING

We provide licensees with advice and support, in the form of ongoing account management, training sessions, online training materials, and access to a global peer-to-peer discussion forum.



#### ADVOCACY

We partner with key organisations to increase global awareness of the value of Non-Formal Education and Learning and to improve the lives of young people.



#### GLOBAL PARTNERSHIPS

We actively work to build partnerships with organisations to deliver the Award around the world. Corporate Partnerships form an integral part of this portfolio.



#### RESEARCH

We conduct ongoing research into the Award around the world using multiple initiatives, such as satisfaction surveys, outcomes evaluation and work with external experts on projects, like our award-winning Global Social Value research.



## OUR IMPACT

**The value and impact of the Award extends far beyond the intrinsic benefits enjoyed by the young people.**

We believe the Award framework can be a blueprint for investing in human capital, specifically strengthening resilience, improving global prosperity and helping the world's most vulnerable.

The Award does this through working in partnership with young people and their communities, encouraging them in finding their own development solutions.

Participation in the Award also directly enables young people to contribute to a number of the United Nation's Sustainable Development Goals (SDGs), including Quality Education and Decent Work and Economic Growth.

Our established impact measurement initiatives, developed alongside academic institutions and partners, have revealed that the Award has a direct, positive impact (both financial and non-financial) on the people and communities it touches. In 2022, the Award had a Global Social Value of £762 million.

### The impact of the Award:

-  Global Social Value of £762M
-  Improved employability and earning potential
-  Improved physical health and fitness
-  Improved mental health and emotional wellbeing
-  Increased engagement with charitable and community causes
-  Improved environmental impact
-  Increased social cohesion
-  Reduced offending



## AS A RESULT OF DOING THE AWARD...



**79%**  
felt inspired



**76%**  
are more  
confident



**81%**  
are more  
determined



**84%**  
are more  
resilient



**85%**  
now see challenges as  
opportunities to develop

## BUILDING POSITIVE HABITS



**83%**  
improved their  
fitness



**92%**  
now plan to  
participate in  
regular physical  
activity



**77%**  
now plan to  
volunteer regularly



**77%**  
now plan to  
participate in  
regular skill  
development

## BROADENING HORIZONS



**96%**  
tried something  
new



**82%**  
see the  
importance of  
contributing to  
their community



**86%**  
improved  
their teamwork  
skills



**80%**  
are better at  
seeing other  
people's point  
of view



**81%**  
feel more  
comfortable in  
new and unusual  
situations

## PARTICIPANTS SAY...

"Not only does it make me feel proud, but it also helps me figure out what I do well at, and why. So that I can carry on doing it and use it to shape my future" **Award participant, India**

"The Award got me involved in areas outside my natural areas of interest, allowing me to grow and develop through skills and experiences I would not have chosen if I had not done the Award." **Award participant, Canada**



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## ROLE SUMMARY

**Job Title:** Monitoring and Evaluation Officer  
**Location:** Remote (EU time-zone)  
**Reports To:** Senior Operations Manager

### Summary of Role

The Monitoring and Evaluation Officer will support the Senior Operations Manager and the Bid Manager to help 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. This role will also work closely with colleagues from the Operations, Communications and Development teams 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
- Work with the Senior Operations Manager to develop, implement and maintain the ongoing Grant 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 grant budgets and ensure that operators deliver on budget.
- Work with the Senior Operations Manager on the financial reporting of grant activities for Senior Management and various stakeholders.

Operational 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.
- Work on the development of other Foundation grant reporting efforts as required.
- Undertake any other duties as may reasonably be required for the successful delivery of the Foundation's business objectives.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	HOW IDENTIFIED
<b>Experience</b>	<p>Experience of a monitoring, evaluation and reporting projects of varying size.</p> <p>Previous experience managing multiple projects at the same time.</p> <p>Demonstrable experience liaising with multiple stakeholders and delivering tailored communications to each.</p> <p>Experience of working or supporting with data collection.</p> <p>Track record of working under own supervision, with the ability to multi-task and escalate relevant issues where needed</p>	Application form and interview
<b>Knowledge</b>	<p>Good knowledge of efficient administrative practice and procedure.</p> <p>Good knowledge of programme implementation, monitoring and evaluation techniques and practices.</p> <p>Cultural intelligence.</p>	Interview
<b>Skills and Abilities</b>	<p>Ability to maintain confidentiality and work within protocols and procedures.</p> <p>Budget and resource management experience.</p> <p>Ability to build on relevant knowledge as well as actively share experience and expertise with colleagues and partners.</p> <p>Meticulous attention to detail and excellent time management skills.</p> <p>High level of written and verbal communication skills. Fluency in English.</p>	Interview

35 hours per week (Monday to Friday) with some flexibility given and required. The role involves liaising with stakeholders around the world in different time zones (from the Americas to Asia Pacific). This means that, occasionally, attendance at early or late meetings will be needed.

Overtime is not payable, though hours worked over and above standard contract can be taken in lieu of payment (in line with policy). You will be required to complete a DBS (Disclosure and Barring Service) check or country equivalent.

Must be willing and able to occasionally travel internationally.

The Foundation operates a flexible and hybrid working arrangement enabling staff to work where they are most effective. Further details available on request.

