



**JUSTICE  
& CARE**

Joining forces to end  
modern slavery.

**Monitoring, Evaluation  
and Learning Officer**

**JUSTICE & CARE**

## Who we are

Justice and Care exists to bring freedom to people and communities living in the grip of slavery. We rescue men, women and children who have been brutally exploited. We restore their lives. We fight slavery, pursuing and dismantling criminal networks and bringing perpetrators to justice. We secure communities at risk from traffickers and spark systemic change.

Our programmes includes work in Bangladesh helping to spot victims of human trafficking as they are being taken across borders and the pursuing of those responsible through the courts. In Romania, we are helping to bring victims home and raise awareness about the risks of being trafficked. In the UK, we work alongside police to provide critical support to victims. Our work is always victim centric and focused around how to help create systemic change.

We have a strong track record of impact:

- **5,063** people rescued
- **1,134** suspected traffickers arrested
- **4,157** survivors supported
- **1,275** exploiters prosecuted
- **51,164** police officers, public prosecutors, and community leaders trained in trafficking awareness

Our work has led to major systemic change in India, Bangladesh and the UK. It is also award winning – in 2020 securing a coveted Thomson Reuters Stop Slavery Award for our work in Bangladesh and the ‘Breakthrough of the Year’ in the UK’s Third Sector Awards for our Victim Navigator Project. In Romania, we have been given a SocNET (Serious Organised Crime Network) Award for our outstanding contribution to counter Modern Slavery and Human Trafficking, and in Scotland we were recently recognised as “Policing Partner of the Year” by Police Scotland



**Justice and Care is an equal opportunities employer. We value the strength of a diverse workforce and encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socioeconomic backgrounds.**



## Purpose of the role

Impact measurement is highly valued at Justice and Care, and the lynchpin of our strategy. We aim to lead the field in the quality and reliability of our analysis of what really works in the fight against human trafficking - so that we can communicate and scale genuinely effective solutions.

As we enter our next phase of growth in our operations, we are looking for a brilliant Monitoring, Evaluation and Learning Officer who will work as part of our Impact Team to refine, develop and deliver thoughtful and effective monitoring, evaluation and reporting of the outcomes and impact of all our programmes. Our work spans multiple countries and delivery designs, including direct service delivery and systemic change work - this role is exciting, challenging and varied.

The purpose of this role is to deliver consistently high quality impact products and help to continuously improve the infrastructure for impact measurement, within the next phase of growth at Justice and Care. We have good foundations in place and an ambitious impact strategy - we need a high-capacity individual to lend their strength and expertise to help outwork our strategy and build and execute the monitoring and evaluation processes for our new programmes.

The role will be a mixture of strategic-level working with the Head of MEAL to design and improve our monitoring, evaluation and learning across the organisation (including developing new data collection instruments, theories of change, KPIs for new programmes and contributing to the designing and project managing of independent evaluations); and also day-to-day delivery of the impact reporting needs of the organisation, including analysing and synthesising data, auditing data quality, writing reports for donors and grant-makers and supporting programmatic leads to keep iterating improvements to their recording and reporting in the field.

To be successful in this role you will be:

- **Analytical** - able to make sense of complex information, interpret and visualise data, diagnose problems and propose effective solutions
- **Attentive to detail** - we need someone with the focus and patience to ensure the highest standards in our recording and reporting



- **A collaborator** - able to build relationships, motivate others, work cross-culturally and create solutions that balance the needs of every party involved
- **Teachable** - hungry to learn and grow and constantly improve
- **Passionate** - we're looking for people who are passionate about the issue of modern slavery
- **An outstanding communicator** - you'll be a great communicator both in written and verbal communication- whether putting together progress reports, presenting to donors or working with partner organisations.
- **Someone who takes the initiative** - we're looking for a self-starter, go getter, ambitious type. You'll propose solutions, not focus on the problems
- **With utmost integrity** - you'll hold yourself and others to the highest standards, ensuring transparency and accountability across our programmes
- **Willing to roll up your sleeves** - there's lots to be done and you won't be afraid of hard work. You'll be willing to be flexible and fill gaps when necessary for the sake of the wider team
- **Ambitious** - we want to give our best to fight slavery. You'll be ambitious in wanting to help Justice and Care become a world leader in tackling the issue - not for our sake, but to ensure that that less and less people become victims of this horrific crime

## Position in organisation

You will report to the Head of Monitoring, Evaluation, Accountability and Learning (MEAL), working as part of a small team, but interfacing with relevant leads from every other team.



## Main responsibilities

Your primary responsibilities include, but are not necessarily limited to:

- Help review and iterate improvements to the data collection instruments and processes, metrics and KPIs for our existing programmes
- Ensure that data collection is taking place accurately, ethically and securely, through data review and analysis
- Help design data collection tools and processes, metrics and KPIs and theories of change for our new programmes, and monitor their implementation by field teams
- Collate and synthesise data from our programmes, visualising it, drafting insightful commentary and identifying key learnings - helping to ensure these are communicated effectively to the Board, project leads and the wider team
- Maintain and update the database synthesising data from across all our programmes for our aggregate KPIs
- Create monthly summary reports of operational achievements to be circulated to the global team and Board
- Write reports for donors and supporters detailing the progress and impact of our projects - this will span detailed and specific reporting and analysis on programme deliverables for some donors, and more narrative-based summative reports for others
- Work with the Development team to produce other impact information 'products' aligned to donor / prospective donor needs and interests - including real time updates, key figures and case studies. This will include ensuring all impact claims in external communications are accurate, up to date and appropriately worded.



- Liaise with other members of the Impact Team and our Salesforce Consultant to iterate improvements to our Case Management Systems the UK, Romania and Bangladesh, as required by the operational teams and the impact function - ensuring the system continues to remain fit for purpose
- Help to outwork our strategies around centering beneficiary perspectives within our impact measurement, contributing to live learning and adaptive management
- Contribute to the commissioning and oversight of external evaluations, including helping to draft research questions, review data collection tools, project management, and reviewing and proofing reports.
- Engage with other stakeholders in the M&E / Impact space to share insights and continually improve processes, keeping abreast of emerging trends and innovations - with the goal that JC operates at the cutting edge of impact measurement in the global anti-trafficking field

It's worth noting, this job description is not exhaustive. It merely acts as a guide and it may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.

Today, thousands of children will become slaves. Taken to work in brothels, sweatshops, as domestic workers. One every 30 seconds. Do you care about this? As in really care?



## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Degree or equivalent professional experience</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant degree (e.g. social sciences, international development etc)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience (including voluntary) in the charity sector</li> <li>• Experience in a monitoring and evaluation role or a relevant qualification</li> <li>• Knowledge of a range of qualitative and quantitative MEL approaches, methods and tools</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant experience working either in modern slavery, public policy or research.</li> <li>• Experience using data visualisation tools/ techniques.</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>• High capacity for self-directed and team working</li> <li>• Strong analytical and data handling skills</li> <li>• Proficiency in Microsoft Office, including Excel</li> <li>• Excellent written and spoken communication skills</li> <li>• Strong attention to detail</li> <li>• Strong interpersonal and negotiation skills</li> </ul>	



	Essential	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Integrity and commitment to JC's values and standards</li> <li>• Passionate to do whatever you can to combat modern slavery</li> <li>• Adaptable – with a desire to learn and pioneer</li> <li>• Able to work alone, as part of a team and cross-culturally</li> <li>• Results driven and a self starter</li> <li>• Listening Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Strong presentation skills</li> </ul>

Even if you don't tick every box, if you believe you could be right for the role and have the transferable skills, we'd love to hear from you!

### Safeguarding

Justice and Care prioritises Safeguarding. As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with Justice and Care will be subject to satisfactory pre-employment checks. Such checks may be updated periodically during the course of the period of employment. Justice and Care also participates in the Misconduct Disclosure Scheme. In line with this Scheme, we will request information from successful candidates' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her/their understanding of these recruitment procedures.



### Information for Applicants

<b>Job Title:</b>	<b>Monitoring, Evaluation and Learning Officer</b>
<b>Reporting To:</b>	Head of Monitoring, Evaluation, Accountability and Learning (MEAL)
<b>Contract Type:</b>	Permanent
<b>Working Hours:</b>	Full time. For this role we are open to discussing flexible start/finish times and compressed hours.
<b>Location:</b>	London office/Hybrid or Fully Remote with occasional travel to the London office in agreement with line manager.
<b>Salary:</b>	£32,000
<b>Annual leave:</b>	27 days + statutory bank holiday + birthday leave
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Workplace pension scheme</li> <li>• Death In Service</li> <li>• Private Health Care</li> </ul>
<b>New staff service:</b>	6 month probationary period

### How to apply:

You must have the right to work in the UK.

To apply for this role, please send your full CV, equality monitoring form and a covering letter of no more than 1,500 words setting out your suitability for and interest in this post. Your covering letter should explicitly address the candidate requirements outlined above. This role closes on 23rd February with interviews being held the week commencing 4th March.