



**JUSTICE
& CARE**

Joining forces to end
modern slavery.

MEAL Advisor

Monitoring, Evaluation, Accountability
and Learning Advisor

JUSTICE & CARE

Who we are



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? If you do, then read on.

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

We have a strong track record of impact - with more than:

- **5,373** survivors rescued
- **1,641** arrests made
- **4,957** survivors supported
- **1,783** prosecutions of exploiters supported
- **65,716** 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 - securing in 2020 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 Programme. In Romania we have received a SocNET (Serious Organised Crime Network) Award for our outstanding contribution to counter Modern Slavery and Human Trafficking.

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

Role overview...

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 Accountability and Learning (MEAL) Advisor 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.

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

Let's get into the detail..

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Purpose of role:

The purpose of this role is to deliver consistently high quality impact products and help the impact team 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 have significant responsibility for the day-to-day delivery of the impact reporting needs of the organisation, including analysing and synthesising data, auditing data quality, providing information and writing reports for donors and grant-makers and supporting programmatic leads to keep iterating improvements to their recording and reporting in the field. It will also involve supporting our MEAL Lead to design and improve our

monitoring, evaluation and learning across the organisation, including assisting with the development of data collection instruments, theories of change, KPIs for new programmes and input to the coordination of independent evaluations.

Team:

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

Scope of job

As Monitoring, Evaluation, Accountability and Learning (MEAL) Advisor, you will be responsible for

Data management:

- Ensure that data collection is taking place accurately, ethically and securely, through data review and analysis

- Help review and iterate improvements to the data collection instruments and processes, metrics and KPIs for our existing programmes
- Maintain and update the database synthesising data from across all our programmes for our aggregate KPIs
- Continue to improve information management systems and dashboards - ensuring the system continues to remain fit for purpose

Monitoring

- Contribute to the design of data collection tools and processes, metrics and KPIs and theories of change for our new programmes, and monitor their implementation by field team

Internal reporting

- 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

- Create monthly summary reports of operational achievements to be circulated to the global team and Board

Programme reporting

- 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.

Evaluation

- Assist with the coordination and oversight of internal and external evaluations, including helping to draft data collection tools, project management, and reviewing and proofing reports.

Accountability

- Support the outworking of the organisation's strategy for Accountability to Affected Populations, helping programme teams to ensure it is implemented effectively

Learning

- 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

Technical support

- Provide technical assistance and training to staff on monitoring and evaluation activities, including use of our Case management system

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.



Person Specification



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	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree or equivalent professional experience	<ul style="list-style-type: none">• A relevant degree (e.g. social sciences, international development etc)
Experience and knowledge	<ul style="list-style-type: none">• Experience (including voluntary) in the charity sector• Experience in a monitoring and evaluation role or a relevant qualification• Knowledge of a range of qualitative and quantitative MEL approaches, methods and tools	<ul style="list-style-type: none">• Experience in working in a cross-cultural setting• Experience of collating and analysing data from multiple sources to prepare succinct reports tailored for the needs of diverse audiences
Skills/Abilities	<ul style="list-style-type: none">• High capacity for self-directed and team working• Strong analytical and data handling skills• Proficiency in Microsoft Office, including Excel• Excellent written and spoken communication skills• Strong attention to detail• Strong interpersonal and negotiation skills	

Person Specification

Personal Qualities

- Integrity and commitment to JC's values and standards
- Passionate to do whatever you can to combat modern slavery
- Adaptable – with a desire to learn and pioneer
- Able to work alone, as part of a team and cross-culturally
- Results driven and a self starter
- Listening Skills

Other Comments

- **This role requires a right to work in the UK.**
- **All roles require a DBS check**



Information for Applicants

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Job Title:	MEAL Advisor - Monitoring, Evaluation, Accountability and Learning Advisor
Reporting To:	MEAL Lead
Contract Type:	Permanent
Location:	Flexible within the UK - home working will be considered but with regular travel to London and occasional travel overseas
Salary:	£32,000- £35,000 dependent on experience
Working Hours:	Full Time (37.5 hours per week). For this role we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours.
Annual leave:	25 days pro-rata + statutory bank holidays + birthday leave
Benefits:	<ul style="list-style-type: none">• Workplace pension scheme• Death in service• Private health care
New staff service:	6 month probationary period

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.

How to apply:

You must have the right to work in the UK.

To apply for this role, please send your full CV and a covering letter of no more than 1,500 words setting out your suitability for and interest in this post to recruitment@justiceandcare.org. Your covering letter should explicitly address the candidate requirements outlined above. Interviews will be scheduled as applications are received.