## Job Description

| Job Title: | Monitoring, Evaluation, Accountability and Learning Executive |
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| Reporting To: | Impact and Investments Manager |
| Contract Type: | Permanent |
| 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. |
| Location: | Flexible within the UK - home working will be considered but with regular travel to London and occasional travel overseas |
| Salary: | £30,000- £35,000 dependent on experience |

## Justice and Care

**Who we are:** Justice & Care is an anti-slavery organisation working internationally to address slavery and human trafficking, provide release and care for victims, dismantle criminal networks and bring perpetrators to justice. We work to protect communities at risk from traffickers and spark systemic change by working with policy makers and other key stakeholders.

**Our Vision:** Every captive free. Every perpetrator brought to justice.

**Our Values:** Our values of Collaboration, Courage, Expertise and Relentlessness shape who we are and how we work.

Impact measurement is critically important to us 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 Executive who will work alongside our Impact and Investments Manager 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.

## Purpose of the role

This role will help to build 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 that strategy and build and execute monitoring and evaluation processes for our new programmes and locations, including our fast-growing research and advocacy work.

The role will be a mixture of strategic-level working with the Impact and Investments Manager to design and improve our monitoring, evaluation and learning across the organisation; 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.

## Main responsibilities

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

**Design and implementation of Monitoring and Evaluation processes:**
- Help create Theories of Change, define KPI metrics and design data collection instruments and processes for our new upcoming programmes, and project manage their implementation by field teams
- Help review and iterate improvements to the existing data collection instruments and processes, metrics and KPIs for Justice and Care's current programmes

**Processing, presentation and usage of data:**
- Ensure that data collection is taking place accurately, ethically and securely, through site visits and data analysis
- Collate and synthesise programme data, visualising it, drafting insightful commentary and identifying key learnings - helping to ensure these are communicated effectively to the Board and project leads
- Write reports for internal and external stakeholders detailing the progress and impact of our projects - this will span detailed and specific reporting and analysis on programme deliverables and more narrative-based summative reports
- Work with the Development team to produce accurate, high quality impact information 'products' aligned to donor / prospective donor needs and interests

**Research and Learning:**
- Support the International Systemic Change Unit and the Impact and Investments Manager in designing and delivering the research and learning agenda for the organisation - including designing and managing independent evaluations and action research
- Help ensure and improve mechanisms for centering beneficiary perspectives within our impact measurement, live learning, quality assurance and adaptive management
- Engage with other stakeholders in the M&E / Impact space, 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

Other duties that may arise from time to time.

## Person Specification

| | ESSENTIAL | DESIRABLE |
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| **Qualifications** | • Degree or equivalent professional experience in international development, international relations, or another relevant subject | |
| **Experience** | • Proven experience in monitoring and evaluation within the non-profit or public sectors<br>• Experience of selecting, adapting and utilising a range of qualitative and quantitative MEAL approaches, methods and tools as appropriate to different settings and programmes<br>• Experience in working collaboratively across teams, institutions, or organisations to achieve specific outcomes<br>• Experience of collating and analysing data from multiple sources to prepare succinct reports tailored for the needs of diverse audiences | • Experience in monitoring and evaluating anti-trafficking programmes<br>• Experience in utilising social science research methodologies, sampling and statistical analysis |
| **Skills/Abilities** | • Strategic thinking<br>• Strong analytical and data handling skills<br>• Excellent written and verbal communication skills, with the ability to adapt communication effectively cross-culturally and for different audiences<br>• Effective project and time management skills and the ability to prioritise multiple conflicting tasks to meet strict deadlines.<br>• Strong attention to detail<br>• Proficient in use of Microsoft Office<br>• Self-motivation, with high capacity for self-directed and team working, and a willingness to contribute wherever needed<br>• Positive, solutions-focussed and collaborative working style | • Proficiency with analysing and visualising data in excel, tableau or similar<br>• Experience using Salesforce |
| **Personal Qualities** | • High personal integrity and commitment to Justice and Care's values and standards<br>• Demonstrated interest in the issue of modern slavery, or related topics such as gender-based violence, workers' rights, trafficking-related crimes and other human rights issues.<br>• Adaptable – with a desire to learn and pioneer | |

| Other Comments | ● Justice and Care priorities Safeguarding and all roles will require a DBS check. | |
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## How to apply:

To apply for this role, please send applications by email in PDF format to hello@justiceandcare.org and use 'Monitoring, Evaluation, Accountability and Learning Executive' in the email subject line. Please include your full CV 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 in this job description.  The deadline for application is 12pm UK time, Thursday 4 November 2021. Please note that only candidates selected for further consideration will be contacted.

## Information for applicants

**Job title: MEAL Executive**

**Annual leave:**

25 days pro-rata + statutory bank holidays + birthday leave

**Benefits:**

Workplace pension scheme

Death in service

Private health care

**New staff service**:

3 month probationary period

*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.*