

## Job Description

Job Title:	<b>Monitoring and Evaluation Officer</b>
Grade:	<b>NJC 23-24 £26,999 - £27,905</b>
Responsible to:	<b>Resources Manager</b>
Hours of work:	<b>12-14 hours</b>
Annual Leave:	<b>25 days pro rata</b>
Location:	<b>Brighton &amp; Hove</b>
Contract	<b>Fixed-term for 1 years, with likely extension, subject to funding</b>
Line Management responsibilities	<b>None</b>

### Background

Amaze is a Sussex based charity that supports families with children and young people with special educational needs and disabilities (SEND).

### Main Purpose of the Job:

To co-ordinate monitoring and evaluation of Amaze services and projects and maintain and develop the organisation's monitoring and evaluation (M&E) framework. To work with others across the organisation to develop best practice and ensure funders' reporting requirements are met.

### Monitoring and Evaluation Framework

1. Facilitate the input of staff, funders and others in developing and maintaining Amaze's M&E framework, ensuring all projects are set up with realistic reporting mechanisms that illustrate impact/outcomes
2. Provide expertise in M&E methodology, supporting staff and helping to determine performance and impact indicators and targets
3. Develop and design data collection tools
4. Provide data collection guidelines to staff
5. Oversee the collection, analysis and reporting of routine monitoring and reporting data, liaising with staff (including fundraisers) as required
6. Support M&E content within funding applications
7. Maintain a cycle of internal and external evaluation and oversee any commissioned external evaluations

### Data collection

8. For each Amaze service/project, map what outputs, outcomes and impact are expected and ensure systems in place to capture these via main database system (Charity Log) or establishing ad hoc spreadsheet systems
9. Quality assess M&E data, ensuring data has 'integrity' and is of high quality
10. Clarify which staff/volunteers have responsibility for collecting the data and provide support in this role where necessary Support volunteers or intern staff recruited specifically to do data entry/reporting work.

### Analysis and Reporting

11. Clean, sort and organise data
12. Analyse data and summarise findings

13. Produce reports to meet trustees and funders' requirements.
14. Lead on the pulling together of the annual Impact Report
15. Develop new/different/interesting ways to present our data e.g. infographics

### **General Responsibilities**

- To liaise with other M&E analysts locally and nationally in pursuit of good practice
- To work within the framework of all Amaze policies and procedures
- To carry out other duties appropriate to the role as required by the CEO, DCEO or Resources Manager
- To attend team meetings, Amaze management team meetings, supervision and training

### **Person specification**

#### **Experience and knowledge**

1. Proven experience of developing and implementing monitoring and evaluation systems for community based services
2. Knowledge of outcomes and impact reporting
3. Experience of working with services for families of children and young people with SEND (desirable)
4. Strong experience of working co-operatively and in partnership with a wide range of other stakeholders
5. Experience of managing volunteers (desirable)

#### **Skills, abilities and personal qualities**

6. Highly confident and competent in using and developing IT systems [databases and Excel in particular] to support the provision and evidence outcomes of high quality voluntary or statutory sector public services
7. Ability to identify what data 'extract' is required in order to back up or report on a particular issue
8. Ability to present and report data in a variety of different formats for different audiences
9. Ability to support, train and develop staff around using new systems and processes
10. Excellent communicator verbally and in writing
11. Excellent customer services skills, able to deal with queries and resolve them effectively, with sensitivity

12. Highly organised and structured in approach to work, meeting reporting deadlines and managing projects
13. Excellent understanding of the importance of confidentiality and the principles of data protection
14. A commitment to team working
15. A good understanding of the issues faced by families of children and young people with special educational needs and/or disabilities
16. Ability to demonstrate understanding of equal opportunities and the value of inclusion and diversity.