



Job Description

Job title:	Monitoring and Evaluation Officer
Hours:	20 hours a week worked flexibly – Fixed term Contract until April 2020
Salary:	c£11,000 per annum
Location:	Benfleet
Responsible to:	Project Coordinator

Main aims of the post

- To gather information from the team to provide detailed activity reports to National Lottery
- To oversee routine program monitoring activities. Ensure the quality and relevance of the project's monitoring and evaluation systems
- To provide support and guidance to core and delivery partners on compliance with rules

Duties

- Engage daily with the team and partners to understand daily activities including interrogating the CRM system
- Populate monitoring forms and returns and administer a weekly newsletter detailing activities and outcomes
- Assist with the completion of monthly performance reports
- Ensure the data quality and consistency across all systems and partners
- Comply with policies, procedures and project-specific regulations at all times including but not limited to:
 - Ensuring full compliance with Health and Safety policies and procedures
 - Ensuring suitable procedures are being followed to safeguard the health and safety of participants
 - Maintaining accurate records of all relevant expenditure
 - Acting at all times with due regard to Safeguarding and Equal Opportunities and Data Protection policies and standards
- Any other duties as directed by management and to further the success of the project



Person Specification

Experience

Essential:

- Compilation of reports, newsletters and Administration in an office environment
- Project delivery – working to targets/deadlines

Desirable:

- Demonstrable quantitative and qualitative data processing and analytical skills
- Working within a charity or other voluntary and community sector environment

Knowledge and Skills

Essential:

- Excellent English writing and communication skills
- Excellent interpersonal skills
- Organised and methodical in approach
- Good IT skills
- Ability to work on own initiative
- Accuracy and attention to detail

Desirable:

- Knowledge and understanding of the needs of unpaid carers
- Skills and knowledge in use of social media

Aptitude

Essential:

- Proactive, flexible and capable of managing and completing a range of tasks to deadlines
- Confident with the ability to establish and maintain positive working relations with people at all levels
- Solution focused approach to problem solving

This post is subject to an Enhanced DBS check