

Role Profile – Monitoring, Evaluation, and Learning (MEL) Manager

Overview	
Role	Monitoring, Evaluation and Learning (MEL) Manager
Main Purpose(s)	Responsible for leading monitoring, evaluation and learning activities and processes for all global programmes, including institutionally funded projects within country programmes. Responsible for developing and overseeing research activities, usually in conjunction with external research bodies, which enable to Hope for Justice to generate and share learning and good practice. Oversees and advises the work of M&E personnel (or designated person) in all projects and works closely with the partnerships (fundraising), communications, and advocacy teams to ensure availability of timely, useful information, to contribute to grant preparation, monitoring and reporting, and to contribute to strategic planning and programme development.
Department	Programmes
Location	Head Office, Manchester
Reporting To	International Programme Operations Director
Main Duties	
<ul style="list-style-type: none"> • Develop, track and review Hope for Justice’s MEL strategy • Oversee the implementation of ‘fit for purpose’ monitoring systems and tools in all project sites to ensure efficient, accurate and quality data collection • Ensure monthly & annual organisational and contractual agreement reporting is available as required and presented in an accessible manner for executive, board, and donors • Develop monitoring frameworks and protocols, together with project MEL Managers, to document clearly how monitoring tools will be used and how data will be collated and presented • Ensure available data is being used to inform decision-making, learning, and sharing activities, and that data is available in a format which suits the needs of every part of the organisation • Manage and/or lead all evaluations, assessments, such as mid-term reviews, end of project evaluations, feasibility studies, including the design of Scope of Work/Terms of Reference, preparation of monitoring data, review of inception reports, review of draft reports and formatting/publication of final report • Support the institutional project cycle in the development of all project concept MEL documents, monitoring tools, and evaluation results and reports, including managing external consultants for independent reviews and evaluations • Coordinate with programmes and MEL teams on research opportunities in partnership with external research bodies • In collaboration with the communications team, manage the distribution of any evaluations and research findings including through conferences, webinars, newsletters, and joint projects • Lead and/or support project MEL Managers to lead internal learning events which allow the wider staff team to develop critical thinking skills and engage with evidence (internal and external) relevant to their work (e.g. through internal webinar/Book Club or project learning meetings) • Support MEL staff at the project level to design and undertake all MEL activities & outcome monitoring and to present this information in useful ways to inform learning and development • Represent the organisation on joint research and learning projects 	
Key Result Areas	
<ul style="list-style-type: none"> • Supported the development and delivery of key MEL strategies at Hope for Justice • Supported organisational growth and development by providing strategic advice and evidence to the International Programmes Team and the Institutional Partnerships Team • Established cohesion in MEL processes, outputs, and outcomes across programme streams within Hope for Justice • Delivered excellent and innovative MEL systems centred on survivor voice and social justice principles 	

Skills and Competencies	
<ul style="list-style-type: none"> • Ensuring excellent outcomes in the delivery of all activities to achieve HFJ vision and mission • Promoting Hope for Justice values in all aspects of the work • Thinking analytically, guiding others to do the same to generate learning & solve problems • Generating, questioning, and analysing data, both qualitative and quantitative • Facilitating group and one-to-one work (virtually and in person), able to work alone & in teams • Providing constructive feedback to promote learning and progress 	
Essential Soft Skills	Essential Technical Skills
<ul style="list-style-type: none"> • Ability to explain complex concepts in plain language • Teamwork • Attention to detail • Flexibility • Innovation and creative thinking 	<ul style="list-style-type: none"> • Excellent proficiency with Microsoft Office suite • Strong technical ability with Excel/SPSS/R or other quantitative analytical software • Evaluation and donor report writing • Analytical thinking for problem solving and strategic planning • Project and grant management • Database management and administration • Qualitative and quantitative data analysis
Experience & Education	
<p><i>Essential</i></p> <ul style="list-style-type: none"> • Post-graduate degree in International Development (or another related field) • Post-graduate qualification in program evaluation, monitoring & evaluation, or general evaluation • Significant experience in learning evaluation, program evaluation, and monitoring & evaluation in a diverse field (public sector, charity, or private) • Experience managing MEL activities (research, external evaluations, cyclical reporting) in a development/international setting, within the fields of child protection and human trafficking/exploitation • Detailed contextual understanding of holistic modern slavery programming, covering prevention, rescue, restore and reform practice areas • Experience in project concept development (theory of change, results framework, performance measurement framework, evaluation tools) for large government or other institutional donors • Experience providing training and facilitation in the development of theories of change, logical frameworks, and performance measurement frameworks • Experience of monitoring and evaluating programming both in the global North and in the global South (with experience monitoring US-based programming particularly desirable) • Experience in strategic planning, project management, and institutional partnerships support within the anti-slavery sector • Ability to design and manage monitoring systems including data collection (methods and tools), storage and analysis which promotes learning • Ability to explain MEL concepts and terminology to colleagues with public- and private-sector backgrounds • Capacity to write clear and relevant reports with a high standard of English <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Wide experience of using both quantitative & qualitative monitoring tools to track complex results • Knowledge of, experience in, and a commitment to child-friendly & participatory data collection, analysis, and reporting methods with vulnerable populations • Ability to work cross culturally, experience of working in low-income settings would be an advantage • Multilingual (English and French an asset) 	