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**Job Description**

# Job Title: Monitoring, Impact and Evaluation Analyst

**Department: Services**

**Reports to:**  **Partnerships & Engagement Manager**

**Direct Reports:** **None**

**Our belief**

RSBC believes that every blind young person should have the chance to live life without limits.

By giving young people the essential skills to take control of their life, they can unleash their true potential.

**Our success depends on our values**

Underpinning all of RSBC’s work are values embedded in trust and excellence.

**TRUST:** Respect & accountability

**ENERGY:** Straight talking & constantly learning

**AMBITION**: Confronting reality & driving results

**MOTIVATION:** Vision impaired children and young people are our No. 1 priority & we look for solutions, not problems

**Monitoring** is the continuous and systematic collection and analysis of data about project progress and changes in the project context.

**Evaluation** is the user-focused assessment of an ongoing or completed project’s design, implementation and results.

**Accountability** is a commitment to respond to and balance the needs of all project stakeholders (including beneficiaries, donors, partners and the organisation itself).

**Learning** is about embedding processes for internal reflection – using data and raising questions to make smarter project decisions.

**Primary Objectives**

To be responsible for the analysis of data for MEAL and reporting purposes that provides RSBC with the evidence of impact to support both internal and external reporting.

To use evidence to develop a continuous improvement approach to developing services and highlight key learning from our programmes of work.

To be RSBC’s expert on Monitoring, Evaluation and Impact working across the charity to share that expertise

Being the lead for the Services database, providing training, information and support by the team as needed.

**Key tasks and main duties**

1. Collate monthly and quarterly management reports, providing impact analysis against department KPIs.
2. Produce and present analytical reports gathered from the RSBC database alongside other data sets including surveys, polls and case studies.
3. Maintain consistent high-quality information and data analysis, utilising both qualitative and quantitative methods.
4. Co-Chair RSBC’s Continuous Improvement Group and identify trends and key factors and interpret findings to produce recommendations for continuous improvements.
5. Respond to data-related queries and requests and create systems to track and monitor them.
6. Support with training and development of front-line staff in respect of the current database overseeing users, user roles and database champions.
7. Be the main RSBC administrator for the services database, liaising closely with the database provider to maintain service levels and ensure efficient data management.
8. Contribute to the strategy and planning of MEAL procedures through delivering regular, evidence-based advice and training to the team.
9. Support the ongoing development and improvements to a robust evaluation framework underpinning all service activity.
10. Set up and maintain processes and systems to help working with data more efficient.
11. Co-Chair RSBC’s Continuous Improvement Group, supporting the continual improvement of service delivery with the insight of MEAL information.
12. Develop and implement effective ways of communicating impact and learning, including through innovative ways of showcasing outcomes data, with a range of audiences.
13. Work collaboratively with teams across RSBC that will benefit from the evidence and data being collected, providing training where appropriate, supporting them to understand data in a way that is suitable for their needs.
14. Be instrumental in ensuring that strategic annual surveys, and other opportunities for surveys and feedback are professionally implemented and reports are produced in a timely manner.
15. Keep abreast of research, policy and practice within the VI and youth sectors in respect of service delivery; key challenges and impact measurement, linking with external groups as appropriate to enhance that knowledge. Sharing knowledge organisationally, through internal briefings or presentations as appropriate.
16. Link with external groups and research that ensure RSBC keeps abreast of current developments within MEAL.
17. Ensure Equality, Diversity and Inclusion are embedded in all aspects of your work.
18. Ensure compliance with safeguarding policies and legislation and protect the welfare of all the children and young people/vulnerable adults that have contact with the organisation

This Job Description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified by the post holder’s line manager and advised to the post holder, then such additional duties shall form part of the requirements of this post.

**Person Specification**

**Professional and Educational Qualifications**

You should have demonstrable experience in MEAL work, ideally within the charity sector.

A relevant qualification in a social science or related discipline that includes data collection and data analysis and/or research would be an advantage.

**Skills, Knowledge and Experience**

* High levels of motivation, organisation and initiative.
* Experience within a target-orientated, customer-focused environment.
* Strong quantitative and qualitative research skills, including, data collection, data management, and data analysis.
* Excellent interpersonal and relationship building skills that build trust with colleagues.
* Strong written, presentation, report writing and communication skills.
* Ability to work efficiently to meet deadlines and manage multiple priorities.
* Understanding of MEAL principles and practice within the charity sector.
* Considerable experience of customer databases
* Ability to plan and prioritise own work and achieve deadlines.
* Ability to work as part of a wider team and on your own initiative.
* Demonstrated critical and creative thinking and proven ability to evaluate and contribute to the development of your areas of work.
* Experience of using monitoring and evaluation data to develop and improve services.
* Experience of training others to ensure monitoring, evaluation and impact, as well as customer database management are central to all areas of services.

**Desirable**

* Understanding of the issues facing blind and partially sighted children and their families
* Project Management Experience