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**Monitoring and Evaluation Officer**

Job Description

**Hours:** 14 hours per week (35-hour working week)

**Contract length:** Permanent, subject to funding

**Salary:** £21,250 per annum (pro rata)

**Responsible to:** Director of Funding and External Relations

**Location:** Sheffield

**Background:**

Sheffield Young Carers Project is funded through a number of sources, including grants from charitable trusts/foundations and a contract with Sheffield City Council. We have robust monitoring and evaluation processes in place in order to measure our project outcomes, enabling us to meet our current funders’ reporting requirements and to seek additional funding.

**Main purpose of role:**

To manage Sheffield Young Carers’ monitoring and evaluation processes and tools and ensure the accurate measurement of the impact of our work with young carers and their families.

**Responsibilities:**

1. To design, create, maintain and develop bespoke evaluation and monitoring tools and systems for all areas of the Project
2. To manage key databases and information systems, e.g. VC Connect, and ensure they are fit for purpose
3. To convene monitoring and evaluation meetings, as required
4. To effectively communicate our monitoring and evaluation processes to Project staff and provide training as required
5. To effectively communicate our monitoring and evaluation processes to external partners and funders and provide training as required
6. To ensure accurate and effective collation of all data for monitoring and evaluation purposes, to include:
* accurately inputting all Project data, from initial referral to post-intervention monitoring
* regularly collating qualitative feedback and case studies (maintaining service-user confidentiality at all times)
1. To analyse and interpret a wide range of data to evidence outcomes, inform funding reports and applications, and support organisational growth
2. To support the Director of Funding and External Relations with written reports and verbal updates, as required

**PERSON SPECIFICATION**

**Experience**

***Essential***

* Experience of a wide range of evaluation techniques, both quantitative and qualitative (e.g. pre and post testing, questionnaires, interviews, observations, longitudinal studies)
* Experience of managing databases and information systems, including design and implementation
* Experience of reviewing monitoring and evaluation systems and processes, to identify areas for improvement and/or development

***Desirable***

* Experience of working in a third sector environment
* Experience of working for a young people’s project
* Experience of working in a busy office environment

**Knowledge and understanding**

***Essential***

* Knowledge and understanding of the importance of monitoring and evaluation, in order to demonstrate impact
* Knowledge and understanding of monitoring and evaluation systems, processes and tools
* Proven use of a wide range of IT systems

***Desirable***

* Good working knowledge of VC Connect, our service-user database

**Skills**

***Essential***

* Level 3 qualification in a relevant field (e.g. research skills, maths, social sciences) *OR* experience in a relevant role (e.g. monitoring and evaluation, research)
* Excellent organisational skills, including good attention to detail
* Excellent communication skills, both oral and written, including good report writing skills
* Proven ability to work both in a team and on own initiative
* Proven ability to meet tight objectives and deadlines

**Specific Working Requirements**

* To contribute to the development and review of policies and procedures
* To maintain confidentiality and work within the remit of SYC policies
* To demonstrate an ability to work within child protection guidelines
* To demonstrate a commitment to equal opportunities
* To demonstrate a commitment to personal development and training

**This post is subject to an Enhanced Disclosure and Barring Service (DBS) Check**

**Job description updated:**



Director of Funding and External Relations

17 April 2019