



Job Description

Job Title	Data, Monitoring and Evaluation Officer
Reports to	Head of Business Development
Location	Flexible across our offices in central Brighton and Eastbourne and working from home, with occasional travel across Sussex
Hours	22.5
Pay Scale	£29,577 - £31,346 (pro rata) 12 Month Temporary Contract (Subject to Funding)
Date issued	27/04/2021

Job Purpose

To design, develop and deliver a robust monitoring, evaluation and impact framework, and lead on the implementation of best practice data integration across the organisation.

Key Accountabilities

- Monitoring, evaluation, impact and data integration
- Working alongside key stakeholders to ensure effectiveness and quality

Key Working Relationships

Head of Business Development
Communications and Fundraising Manager
Training Officer
Core Team
Head of Operations and CEO



Survivors'
Network

Frontline service delivery coordinators and their teams
Funders and commissioners
Sector and community partners

Duties and Responsibilities

1. Monitoring, evaluation, impact and data integration

- Lead on the design, development and delivery of a robust monitoring and evaluation framework, capable of demonstrating impact, outputs and outcomes at organisational, departmental and project level
- Lead on the design and implementation of monitoring and evaluation processes that analyse organisational, departmental and project specific demand data, sustainability, effectiveness, efficiency, social and financial impact
- Using a range of approaches and software to provide qualitative and quantitative business insights to influence and inform strategic development, in line with wider organisational objectives
- Lead on delivery of data elements of evaluation reports, grant applications and tender processes, ensuring information provision is timely, high quality and in line with stakeholder requirements
- Support colleagues across the organisation to develop and maximise the benefit of effective databases, CRM and donor management systems
- Work closely with Head of Business Development to prepare routine financial and operational reports, presenting to the CEO, leadership team and Board of Trustees as required

2. Working alongside key stakeholders to ensure effectiveness and quality

- Develop and maintain collaborative, effective and supportive working relationships with colleagues across the organisation
- Develop and maintain collaborative and effective working relationships with a range of external stakeholders, including funders, commissioners and sector and community partners

- Work closely with Head of Business Development to ensure strategic development and operational delivery is aligned with wider organisational objectives and stakeholder requirements
- Strive for continuous improvement to monitoring and evaluation processes ensuring that practical steps are taken to incorporate stakeholder requirements
- Work closely with service coordinators and their teams, to implement GDPR compliant internal processes which ensure that data is accurate and up to date, safely captured and stored, regularly reviewed, cleansed and maintained.
- To deputise for and assist the Head of Business Development as required

Person Specification

Assessment Area	Criteria	Desirable (D) / Essential (E)	Method of Assessment (*A,I,T)
Qualifications	Relevant professional qualifications	D	A
Role Specific Skills & Experience	Significant experience in a data analysis, business intelligence or monitoring, evaluation and impact role	E	A, I, T
	Strong understanding of data integration best practice	E	A, I
	Significant experience of designing, developing and implementing monitoring, evaluation and impact frameworks, using a range of systems and approaches	E	A, I

	Experience of using business intelligence and monitoring, evaluation and impact analysis to inform strategic planning	E	A, I, T
	Experience in building and maintaining collaborative partnerships with internal and external stakeholders	E	A, I
	Experience working in the charity sector	D	A, I
	Experience of developing effective databases, CRM or donor management systems	D	A, I
	Experience of managing a demand-led workload	E	A, I
	Strong proficiency in Office Software packages, particularly Excel	E	A, I
	Advanced numeracy skills, with good financial acumen	E	A, I
	Confident presenter with excellent online and offline presentation skills	D	A, I, T
General Skills and Professional Behaviours	Self-motivated and focused on delivering high quality services with an ability to function	E	A, I



	effectively in high-pressure situations		
	Commitment to developing and maintaining collaborative, effective and supportive working relationships with colleagues	E	A, I
	Committed to personal development and having the ability to critically assess own performance and engage in reflective practice	E	A, I
	Excellent written and oral communication skills	E	A, I
	Commitment to self-care and maintaining appropriate professional boundaries	E	A, I
	Ability to think creatively and show initiative	E	A, I
	Commitment to the vision, mission and values of Survivors' Network	E	A, I
	Commitment to anti-discriminatory practice, equal opportunities and an intersectional understanding of feminism	E	A, I
Special Requirements			



	Occasional evening / weekend work	E	A, I
	Occasional travel across Sussex	E	A, I

***A** Application; **I** Interview; **T** Test