

## Role Profile

Overview	
Role	Head of Monitoring, Evaluation, Research and Learning (MERL) – Maternity cover 12 months.
Main Purpose	To lead the organisation’s work to understand and share the results we are achieving, for whom, and how.
Department	Programmes
Location	Remote or Hybrid in UK – Office based in Manchester
Reporting To	International Programmes Director  Full-time role but consideration will be given candidates who can work 4 days a week.  Opportunity to continue engagement with the organisation post the contract as an Associate MERL consultant.
Main Duties	
<ul style="list-style-type: none"> <li>• Oversee the development of our Organizational Reporting system – that is the collection and collation of data on organizational indicators at activity and output level</li> <li>• Review and oversee the redevelopment of our Organizational Theory of Change work</li> <li>• Oversee the development of Quarterly Reporting outputs</li> <li>• Lead the development of internal MERL capacity development programme. This includes the development, piloting, finalization of MERL training resources for organizational MERL/Non MERL staff that will put on our internal Learning Management system (e-learning products).</li> <li>• Provide oversight and guidance to Programmes teams on the mainstreaming of MERL minimum standards across the organization including reporting quarterly on progress.</li> <li>• Provide technical guidance from a MERL perspective on the adoption of Case Management; data collection and other MERL IT systems.</li> <li>• Review and support teams on the development of: Logic Models, MERL plans; routine reporting; evaluations and research.</li> <li>• Commission consultants to undertake relevant research and evaluation assignments, and project manage such pieces of work</li> <li>• Lead the programmes teams in thinking about how to apply learning to improve the quality of our interventions, programme designs, and funding proposals.</li> <li>• Promote evidence-based thinking in programmatic decision-making</li> <li>• Work closely with colleagues working in policy and communications to advance our thought leadership in relevant areas</li> <li>• Represent the organisation on joint research and learning projects</li> <li>• Understand and uphold the standards outlined in the Hope for Justice Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise.</li> </ul>	

- Manage one MERL manager
- Manage MERL consultants

### Key Result Areas

- Hope for Justice has a robust MERL system and effective staff capacity on MERL that provides rigorous data, analysis and reporting at different levels and for different audiences
- Hope for Justice is a learning organisation, where reflective practitioners apply learning to improve our programming and policy work and decision making is evidence based
- Hope for Justice understands the higher-level outcomes it is achieving for victims and survivors of modern slavery and human trafficking and how these are produced
- Hope for Justice provides appropriate thought leadership to the modern slavery sector, based on evidence from our direct programming experience
- Hope for Justice policy work is informed by evidence from our programmes

### Soft Skills

- Ability to explain complex concepts in plain language
- Teamwork
- Attention to detail
- Flexibility
- Innovation and creative thinking
- Ensuring excellent outcomes in the delivery of all activities to achieve HFJ vision and mission
- Promoting HFJ 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

### Technical Skills

- Oversight of evaluator procurement and management processes
- In-depth knowledge of MERL theory and processes for INGOs especially those working with vulnerable groups
- Capacity building teams on MERL
- Excellent proficiency with Microsoft Office suite
- Strong technical ability with Excel/SPSS/R or other quantitative analytical software
- Analytical thinking for problem solving and strategic planning
- Database management and administration
- Qualitative and quantitative data analysis
- Writing internal research reports
- Reviewing and constructing data sets for organizational reporting
- Management of staff and consultant skills

### Experience & Education

#### *Essential*

- Extensive experience of leading MERL teams or functions within an INGO setting
- Experience of and commitment to the inclusion of survivors in MERL processes

- Experience providing training and facilitation in the development of theories of change, logical frameworks, and performance measurement frameworks
- Experience of developing training for MERL and non MERL staff
- Experience of Organisational Reporting development (including developing Results Frameworks and Organisational Theories of Change).
- Experience in onboarding MERL IT systems within INGOs
- Experience of monitoring and evaluating programming both in the global North and in the global South
- Experience in strategic planning, project management, and institutional partnerships support within the anti-slavery sector
- Experience in managing MERL staff
- Experience in providing MERL advisory support to MERL teams within an INGO system
- Ability to design and manage monitoring systems including data collection (methods and tools), storage and analysis which promotes learning
- Ability to explain MERL concepts and terminology to colleagues with public- and private-sector backgrounds
- Capacity to write clear and relevant reports with a high standard of English

*Desirable*

- 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
- High level capacity with Word, Excel, Powerpoint and MERL software such as data collection tools
- Ability to work cross culturally, experience of working in low-income settings would be an advantage
- Capacity to write clear and relevant reports with a high standard of English