

Job Specification

Job Title : Monitoring and Evaluation Officer



Job Title: Monitoring and Evaluation Officer (*fixed term until 31st December 2022*) **Grade:** G5

Reports to: Programme manager (learning and Development)

Overall Job Purpose

The primary role of the Monitoring and Evaluation Officer will be to assist the Programme Manager and other managers to implement systems to collate data and evidence to monitor the quarterly output targets of a large-scale European funded project for external auditing purposes.

The Monitoring and Evaluation Officer will also support data gathering across various projects of the programme to assist managers to assess the overall programme outcomes of improved social connections of refugees, and work with delivery partners to ensure monitoring and data gathering are in place. The post holder will be expected to work closely with the academic partner to ensure learning from service delivery continuously developed based on evidence to improve outcomes for refugees.

Key Responsibilities

- Contribute to the development of data capturing systems and framework across the partnership to assist data collection and evidence for auditing purposes
 - Monitor the quality of monitoring data across the partnership to ensure accuracy and efficiency
 - Support the production of quarterly auditing reports across the project
 - Support the production of monthly management reports on progress
 - Support the production of reports to the Senior Management Team
 - Provide regular reports to the Programme Manager
 - Contribute to project meetings and present data analysis to inform efficient service delivery
 - Contribute to the development of data gathering systems across the elements of the project to assess the overall outcomes
 - Support staff and volunteers in monitoring and evaluation processes relevant to their role
 - Participate in meetings of New Scots to present data from the project to assist in the monitoring of this framework.
 - Participate in other external meetings as directed.
- **Other Duties**
- Ensure that work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures
 - Participate in and contribute to organisational, team and external meetings
 - Provide reports for senior staff and management
 - Maintain the security of sensitive personal and other confidential information

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- Provide appropriate support to volunteers as required
- Undertake any other appropriate duties as required.

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Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> • Degree or equivalent experience 	<ul style="list-style-type: none"> • Post-graduate degree with research methodology
Job Experience and skills	<ul style="list-style-type: none"> • Experience of large-scale project monitoring • Excellent knowledge of monitoring and evaluation techniques and practices • Experienced in managing databases, including managing the quality of data • Experience of project management • Organisational and planning skills • Excellent written and verbal communication skills • High level of accuracy and attention to detail • Ability to network with staff and external partners at all levels • Ability to represent Scottish Refugee Council in external fora • High IT skills including MS Word, Excel, Outlook and Powerpoint • Excellent verbal and written communication skills in English and ability to produce reports to a high standard • Experience of equal opportunities practice 	<ul style="list-style-type: none"> • Experience/ understanding of the requirements of European Funding • Knowledge of issues affecting asylum seekers and refugees in Scotland • Understanding of and strong commitment to Service User Involvement

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Quality	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Ability to work effectively with management and part of a team to meet targets • Demonstrate understanding and support of Scottish Refugee Council aims and principles • Ability to work in pressure situations in a rapidly changing environment and respond effectively by adjusting priorities, practices and procedures • Ability to work effectively with colleagues in across the organisation as well as on own initiative • An understanding of the importance of confidentiality and impartiality • Able to maintain professional boundaries • Demonstrable empathy with marginalised groups • Demonstrate sound understanding and commitment to equal opportunities 	<ul style="list-style-type: none"> • Awareness of cultural differences



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