

## JOB DESCRIPTION



TITLE:	Monitoring and Evaluation Coordinator
SALARY:	SCP 37 TO 40, £34,066 to £37,081
HOURS:	21, 28 or 35 (including occasional evenings and weekends)
RESPONSIBLE TO:	Director / Deputy Director
LOCATION OF POST:	Glasgow City Centre Head Office and outreach hubs in Inverclyde, East Renfrewshire, Renfrewshire, East Dunbartonshire, and West Dunbartonshire
APPLICATION DEADLINE:	4pm, Wednesday 17 July 2024
INTERVIEW DATE:	Thursday 25 or Friday 26 July 2024
HOW TO APPLY:	Send a cover letter of no more than 2 pages detailing how you meet the requirements of the role, along with a full C.V. of no more than 3 pages to Claire Gilfillan by email. <b>Please state your hours preference and days too on your cover letter.</b>

### ABOUT THIS ROLE

*A PVG check will be undertaken as part of the selection process. Only women need to apply under Schedule 9, Part 1 of the Equality Act 2010.*

This is an exciting and new role at Glasgow and Clyde Rape Crisis (GCRC) to lead the development of our data gathering tools and insights and analysis approach, leaning on robust and systemic capture of information from workers, survivors, partners, and supporters. GCRC serves a population of 1.2 million people, and around 625,000 women and girls across six local authority areas of Glasgow, East and West Dunbartonshire, Inverclyde, Renfrewshire, and East Renfrewshire. As we now progress into the second year of our ambitious strategic plan, this role will support the continued and successful expansion of our services for survivors and partners. Working with an established team of Service Managers, the post holder will support a newly appointed Deputy Director with the mapping of data gathering needs, the development of tools, and fulfilling the schedule for delivering the analysis and presentation of insights. These are required for monthly reporting internally, governance reporting quarterly, one-off issue-specific reports, and ongoing external reporting for funders and to support external communications, annual performance reports, policy activity, and campaign priorities.

The role will have an important responsibility to build the data and evidence needed to help us secure the investment needed to meet the needs of survivors in our area.

## ABOUT YOU

You will have a strong track record, and proven ability to work expertly with quantitative and qualitative data of a sensitive nature, to provide a range of insights and analysis to a wide variety of audiences. Your motivation to use bespoke, off-the-shelf, established, and new tools to create data capture frameworks will be evident, and you will be able to guide and encourage other staff in their use. Ideally, you will have at least 3 years working with data and evaluation information and applying mixed methods analysis with a clear ability to communicate the results to meet different audience needs. You will be able to demonstrate your commitment to GCRC feminist values and positions, and your ability to work within a culture where change is routine, and workforce engagement and nurture is a priority.

## MAIN TASKS AND RESPONSIBILITIES

1. To develop and oversee the design and implementation of a Monitoring and Evaluation Framework that lends itself to mixed-methods analysis approaches and places at its centre the needs of survivors and their experiences.
2. To interrogate raw data, and provide rich and insightful information on demographics, to then correlate with publicly accessible data from local and national government, Police Scotland, Health Services, and other agencies or forums.
3. To motivate, support, and develop staff, to play a central role in implementing their duties within the Monitoring and Evaluation Framework, and to develop training and guidance to support this.
4. To provide an objective assessment of our data needs, ensuring the current tools for capturing survivor experiences are appraised and improved as needed.
5. To represent GCRC in relevant monitoring and evaluation forums and to liaise with evaluation leads at other Violence Against Women and Girls organisations.
6. Conduct in-house service evaluations to inform evidence-based decisions to improve the impact and effectiveness of services, and commission external evaluations as needed.
7. To ensure compliance with GCRC policies and procedures, legal data capture and use regulations, and safeguarding responsibilities by all services staff.
8. To maintain oversight of databases and frameworks used for data and evaluation information and adhere to budgets for them.

9. To support the Director and Service Management Team in their governance reporting duties, and in preparing and presenting information for the GCRC Board of Trustees.
10. To prepare information to support GCRC senior management in representing duties in strategic, funding, partnership, and government forums and networks.
11. Support GCRC Service Management Team in the fulfilment of their duties, and as required by the Director.
12. Participate in regular support and supervision sessions with the Deputy Director.
13. Participate in an ongoing programme of training and continuing personal development to ensure that skills, knowledge, and working practices and skills are up to date.
14. To undertake any other duties as directed, and relevant to the level of this post.