



Recruitment Pack

**Monitoring, Evaluation
and Learning Manager**

August 2021

Dear Candidate,

Thank you for your interest in the role of Monitoring, Evaluation and Learning Manager. This role is critical to the delivery of Anti-Slavery International's five-year strategy and offers the successful candidate opportunities for creativity and growth within a dynamic organisation. Working across programmes, advocacy and campaigns teams, you will lead the organisation in developing the systems, skills and culture needed to evidence the far-reaching impact of our work and to capture and use learning (including voice and participation of survivors) to drive forward our strategic priorities.

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance and we are determined to work with others to make sure people can be free from slavery across the world. Over this past year we have argued hard that the pandemic has hit the poorest hardest, making more people vulnerable to slavery. Our work has never been more necessary. Our staff, supporters, members and partners have helped us to navigate the challenges of the pandemic well.

We offer excellent terms and conditions, including 30 days' annual leave, pension contributions, flexible hours, a combination of home and office-based work, and an Employee Assistance Programme.

The deadline for applications is 9.00 on Monday 20 September 2021. Interviews will be held in the week of 27 September 2021.

Best wishes

Emma Cain
Programme Management Coordinator

Job Description

Monitoring, Evaluation and Learning Manager

GRADE	C5-C8
SALARY	£39,172 - £42,063 per year dependent on experience
CONTRACT TYPE	Permanent
HOURS	Full time 35 hours per week
LOCATION	Based in Stockwell, London Currently home-based due to Covid 19 safety measures
DATE	July 2021

CONTEXT

Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

- Child Slavery
- Responsible Business
- Trafficking
- Climate change and slavery

You can read more about us and how we work in the 'About Us' document [on our recruiting webpage](#).

This role helps Anti-Slavery International to deliver our organisational strategy by leading on the design and implementation of monitoring, evaluation and learning systems and activities across our programmes, advocacy and campaigns work, ensuring that we can effectively monitor change, assess and evidence our impact, and support the wider anti-slavery movement by sharing evidence and learning, and by providing technical advice to our partner organisations.

MAIN TASKS

Role purpose

- Lead on identifying and evidencing organisational impact in line with our organisational and thematic strategies.
- Work directly with project staff and our implementing partners to design and use appropriate monitoring, evaluation and learning frameworks and tools, strengthening MEL capacity within our own teams and our partner organisations.

- Lead on building an organisational learning culture, and on developing systems for generating, capturing and using learning and evidence to achieve our strategic goals.

Specific tasks: Organisational impact

- Lead on the development and adoption of effective Monitoring, Evaluation and Learning systems across Anti-slavery's programme, advocacy and campaigns work, building on existing systems and developing new ones as appropriate.
- Work with a consultant to revise Programmes and Advocacy KPIs in line with the organisation strategy and accompanying operational plan and with a greater focus on impact.
- Continue to refine and improve team reporting against Programme and Advocacy KPIs.
- Work to improve and increase the identification and use of evidence to inform learning and strategic adaptations across the organisation.
- Lead on collation and dissemination of relevant tools and good practice around monitoring, evaluation and learning through ongoing sectoral engagement.
- Represent Anti-Slavery International in meetings, conferences and through direct communications with international donors, NGOs, and policy and research institutions etc, in relation to monitoring, evaluation and learning.
- Contribute to donor and internal reporting and to other organisational publications as required
- Ensure that collection and storage of MEL data is compliant with ASI data protection and safeguarding policies
- Induction of new staff in MEL and capacity building of existing programme staff in MEL as appropriate

Specific tasks: Project Monitoring, Evaluation and Learning

- Lead on the development of MEL systems and tools for individual projects, which are practical and accessible to people who are not MEL experts, in order to increase effectiveness, demonstrate impact, and improve accountability to communities and stakeholders.
- Provide technical support and contextually relevant capacity building training on monitoring, evaluation and learning to programme staff and partners as required, including project visits as necessary.
- Contribute to the development of high-quality statutory funding applications, with a particular focus on the design of the project theory of change, monitoring frameworks, log frames and other MEL components of proposals.
- Principle responsibility for the management of mid-term and end-of-project evaluations in collaboration with the Programme Managers

- Act as the day-to-day point of contact for all MEL enquiries, and be responsible for maintaining ASI's database of organisational MEL data, develop and ensure consistent use of MEL tools and maintain a library of training materials.
- Oversee Anti-Slavery International's compliance with IATI requirements, in collaboration with the Programme Support Coordinator and Programme Managers.
- Maintain close working relationships across all programmes and collaborate closely with our Fundraising and Communications team.
- Undertake other activities that lie within the remit of this role, as directed by the Head of Influencing and Programmes.

Specific tasks: Learning

- Lead on building/ strengthening an organisational learning culture.
- Review learning systems and approaches across the organisation in the context of the new organisational and thematic strategies.
- Develop systems for generating, capturing and using learning and evidence to achieve our strategic goals.
- Support ASI teams and partners to strengthen the skills and systems needed for capturing and using learning and evidence.

PERSON SPECIFICATION

Essential

Technical skills and experience

- Extensive experience and understanding of MEL, including at least some of MEL of advocacy and systems change, at organisation and programme levels in human rights or international development.
- Substantial experience of developing, implementing, and supporting a range of MEL systems and tools with communities and implementing partners overseas and of building partners capacity in such systems and tools.
- Significant experience of collating, analysing and presenting evidence using statistical and wider analyses
- Experience working with and developing theories of change, MEL frameworks and log frames and presenting these in fundraising applications.
- A good critical grasp of the latest thinking in the sector, tools, codes, standards and practice
- Excellent working proficiency in French
- Advanced use of Outlook, Word, and Excel, with data analysis and ability to develop illustrative visualisations from data particularly relevant

Analytical, communication and collaboration skills

- Strong conceptual, analytical and critical thinking as well as the ability to communicate effectively and explain complex issues clearly for internal and external audiences
- Ability to design materials and resources which are practical and accessible to staff and partners who are not experts on MEL
- Excellent ability to communicate (written and verbal) in English, with proven report writing skills and creativity in presenting results and lessons learned appropriately to a range of audiences.
- Excellent interpersonal skills to establish and maintain productive relationships at all levels, within and across teams, and ensure clear, effective communication with colleagues and partners

Personal characteristics and skills

- Commitment to Anti-Slavery International's vision, principles and strategy.
- Ability to prioritise, manage and complete a variety of tasks with minimal supervision;
- Ability and willingness to travel to project sites on behalf of Anti-Slavery International when required (approx. amount of travel 4 or 5 times per year for approx. 7 days each time)

Desirable

- Experience of and familiarity with participatory MEL tools /approaches and community feedback mechanisms
- Experience of working in human rights or international development projects overseas
- Experience of working specifically in the anti-slavery/human rights/labour rights sector.
- Knowledge and experience of using data analysis and presentation software

Summary Terms and Conditions

- The position is based in Anti-Slavery's office in Stockwell, London or from home during the UK-wide lockdown. Post-lockdown we envisage a flexible combination of home and office working.
- Flexible working hours
- Annual leave entitlement is 30 days (on a pro rota basis initially) including 3 days that must be taken between Christmas and New Year
- There may be a requirement for some out-of-hours work, for which time in lieu is given
- We pay 6% into our recognised contribution pension with TPT Retirement Solutions, with a mandatory employee contribution of 2%
- The role is subject to a probationary period of 4 months
- We offer a range of employee benefits including an employee assistance programme and cycle to work scheme
- Unison is the recognised trade union

How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please send by email:

- Your CV
- A supporting statement setting out why you want this role, and explaining how your skills and experience support your application, with reference to the Person Specification above.
- Please complete and copy the following table into your supporting statement:

Do you have the right to work in the UK? (Y/N)	
Where did you see this job advertised?	
Please describe your working proficiency in French	

- Please also complete the equal opportunities monitoring form [at this link](#). The form is anonymous, and responses will be handled in strict confidence.

Please submit your application to jobs@antislavery.org using the reference **MEL Manager** in the subject line **before 09.00 on Monday 20 September 2021**.

Interviews will be held in the **week of 27 September** either at our office in Stockwell or online, depending on status of COVID-19 restrictions.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Candidates must have the right to work in the UK.

We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff's, interns' and volunteers' welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.



Anti-Slavery International
Thomas Clarkson House
The Stableyard
Broomgrove Road
London SW9 9TL

Tel: +44 (0)207 501 8920

UK Registered Charity No.1049160

antislavery.org