



## LATIN AMERICAN WOMEN'S AID (LAWA) JOB DESCRIPTION

<b>Position</b>	<b>Knowledge &amp; Project Officer (Monitoring &amp; Evaluation)</b>
<b>Responsible to</b>	Senior Development Officer/Director
<b>Salary</b>	£27,382 pro rata (£11,700) per annum including Inner London weighting
<b>Hours</b>	14 hours per week
<b>Job purpose</b>	To embed and share learning across projects and activities of LAWA, through ensuring effective monitoring and evaluation. The Knowledge Officer will be responsible for overall M&E and learning needs of ongoing projects and present findings based on collected data to show performance of the projects. The Knowledge Officer will hence play a main role in promoting and implementing key learnings for the improvement of the projects and for wider learning of the organisation. The Knowledge Officer will also assist the management team to develop and implement a robust integrated project management scheme across the organisation.
<b>Language required</b>	English (Essential) Spanish and Portuguese ( Desirable)
<b>Requirements</b>	In light of the nature of work and focus of LAWA, the organisation considers the <b>candidate's race and gender</b> , to be an occupational requirement in accordance with Parag 1, Schedule 9, of the Equality Act 2010. This post is only open for women.
<b>Starting</b>	1 <sup>st</sup> November, 2018. Flexible on starting date

### MAIN DUTIES AND RESPONSIBILITIES

#### **Project monitoring duties**

- To carry overall responsibility of monitoring, evaluating, information sharing and project reporting.
- To record, manage and preserve monitoring and evaluation data
- To support with the development and improvement of M&E systems able to show the impact of the projects
- To regularly monitor and evaluate adequate progress towards the outcomes of the projects and report any issues or inadequate progress to the Management Team at the earliest opportunity
- To ensure relevant information about service users and projects is being recorded on LAWA's database, monitoring forms are being completed and regularly updated by responsible staff
- To collate, analyse and share lessons learned from projects and activities

- To assist in cross-organisational impact assessment and learning reviews including by developing appropriate tools and communications.
- To plan an annual 'user consultation time-schedule' encompassing quarterly formal user consultations and ensure informal user consultations are carried out on a regular basis after casework interventions.
- To ensure other caseworkers including volunteers understand monitoring responsibilities and provide further training where necessary.
- Contribute to outcome- and evidence-based strategic decision-making at AATF and promote a culture of evidence-based learning and adaptation
- Assist Project Managers to develop systematic and realistic monitoring plans that capture quantitative and qualitative data to report on project performance indicators;
- Follow-up on monitoring and evaluation exercises for various initiatives for the organisation.

### **Capacity Building**

- Build capacity of staff on the logical framework, data management, data analysis and results-oriented programming, monitoring and evaluation methods and principles and report writing techniques and requirements for relevant donors to ensure compliance
- In liaison with Project Managers, organize and coordinate lessons learnt Workshops/review of program work plans with partners and other stakeholders;
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of projects by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate them
- Participate in annual project reviews and planning workshops and assist Project Managers in preparing relevant reports.
- To improve LAWA's project management capacity linked to learning and knowledge management

### **Project management and administration duties**

- Contribute to producing evidence of what works and doesn't in working on Violence against women's and Girls.
- Develop and maintain a system for archiving M&E guidelines, tools, data files, analysis files, reports and presentations for major activity undertaken
- Develop program and operational reporting templates that facilitate the acquisition and aggregation of information in programs, including input for impact related success stories;
- Assist in gathering, summarizing and disseminating relevant technical updates on program planning monitoring, evaluation and operations research within the project.
- Coordinate mid-term reviews and evaluation of program activities and ensure proper documentation of innovative approaches and best practices for dissemination and sharing experiences to promote repeat applications or scaling-up in different community settings.
- Monitor project budgets and expenditure and assist in preparing estimates for budgeted activities

- To provide the Manager with updated information on progress towards all project outcomes in time for the quarterly monitoring
- To write and submit End of Year Project Reports where required.
- To ensure information sharing and experience exchange takes place with project partners including developing related communication tools and spaces.

#### **OTHER DUTIES**

- To be involved in the production of LAWA's annual report.
- To provide monitoring and evaluation reports as required
- To prepare support other staff members with the production of publicity materials for their projects.
- To represent LAWA at meetings, seminars and conferences as directed.
- To attend conferences and events around monitoring and organisational learning, where necessary.
- To attend trainings in order to develop skills and increase knowledge and understanding on importance of data collection in the BME women's sector.
- To attend all staff and any other meetings as required by the management.

#### **GENERAL**

- Work at all times with the best interest of LAWA in mind.
- Ensure that any action or comments made on behalf of or representing LAWA will not cause the organisation's name to be sullied or assist in bringing the organisation's name into disrepute.
- To participate in external meetings, forums, etc. as appropriate
- To collect and record information for monitoring purposes
- To attend staff meetings, staff training and supervision / appraisals as required
- To facilitate user meetings and activities for users as appropriate
- To liaise with external agencies in accordance with LAWA Project's confidentiality policy
- To abide by and implement all LAWA policies, including the Equal Opportunities Policy
- To carry out other duties appropriate to the post as requested by the manager
- Support LAWA resource mobilisation strategy
- Being prepare to represent the organisation at networks, meeting and contribute to the development of LAWA communication and policy strategy

#### **FLEXIBILITY CLAUSE**

The duties of the post are outlined in principle in your job description, which may be changed from time to time and does not form part of your contract of employment. The job title does not define or limit the work which you are employed to do and from time-to-time and at its absolute discretion, Latin American Women's Aid (LAWA) may require you to perform other duties within your capabilities to meet its business needs.

#### **CONDITIONS**

All posts at LAWA are subject to the availability of funding. This post is offered for three years fixed term period. Additionally, this post is subject to a probationary period of six months which can be extended for an additional three month term at the discretion of the Management Committee. Upon successful completion of the probationary period, a fixed term contract will be awarded.

## PERSON SPECIFICATION

REQUIRED EXPERIENCE AND KNOWLEDGE	IMPORTANCE
<b>PROJECT WORK</b>	
Proven expertise in cross organisational monitoring and evaluation	Essential
Experience of managing and implementing projects	Essential
Strong qualitative and quantitative analysis experience	Essential
A sound knowledge and political understanding of the Latin American Community in the context of Black and ethnic minorities in the UK	Essential
Knowledge of , managing and monitoring projects with a gender lenses and a rights based approach to policy and practice, in particular violence against women, the civil and political participation of women and/or the economic empowerment of women	Desirable
Strong Facilitation and capacity building skills	Desirable
An awareness of national policies that relate to gender violence, and domestic violence support services.	Essential
Ability to fluently communicate with partner organisations and external agencies in Spanish and English (verbal and written form)	Desirable
Ability to fluently communicate with clients and external agencies in Portuguese (verbal and written form)	Desirable
Ability to work on own initiative and demonstrate initiative on a daily basis.	Essential
Excellent time management skills and ability to multi-task on a daily basis.	Essential
Ability to assess work, provide feedback and follow-up tasks as assigned and making consistent and satisfactory progress towards established goals.	Essential
Ability to work under pressure, handle a complex and fluctuating workload and prioritise key tasks.	Essential
Excellent verbal and written communication skills, able to relate to diverse audiences and communicate complex information.	Desirable
Ability to work as part of a team ensuring the provision of a high quality service.	Essential
Good working knowledge of basic computer software such as Microsoft Word, Excel and Outlook.	Essential
Ability and willingness to undertake occasional evening and weekend work.	Desirable

If you are interested in this post, please send your CV and letter of interest via email to: [recruitment@lawadv.org.uk](mailto:recruitment@lawadv.org.uk)

In the subject of the email, indicate the post you are applying for.

In the Get involved, Jobs section at our website (<http://lawadv.org.uk/en/get-involved/>) you will find the **EQUAL OPPORTUNITIES MONITORING FORM**. Please download it, complete it and attach it to your application.