



Job Announcement: Development Officer, Monitoring and Evaluation

Summary

- Location: London, New York, or Washington D.C. Applicants must have authorisation to work in the UK or the US.
- Salary: £30,000 - £34,000 per year (commensurate with experience) plus 5% pension employer's contribution. (This is approximately \$38,000 – \$43,000, depending on exchange rates.)
- Contract Type: Full-time staff position.
- Closing Date: Thursday 3 January 2019.
- Interview dates: 16 and 17 January 2019 (candidates should be available during these dates in case they are short-listed for interview).

Business & Human Rights Resource Centre is a high-impact, global organization that works to advance respect for human rights in business and hold companies accountable for abuse. We do this by empowering human rights advocates in civil society, business and governments to stimulate bold leadership for human rights in business; building corporate accountability to strengthen due diligence, and effective remedy for abuse; and increasing transparency of the advances, challenges, and abuse of human rights in business. We generate and share information that is relevant, reliable and up to date, and we work with advocates around the world to use this information to drive positive change that puts human rights at the heart of business.

We are seeking an experienced Development or Monitoring and Evaluation professional to drive effective reporting, evaluation, and communication of our work. The successful candidate will bring knowledge and initiative to the way our Global Team monitors, reports and evaluates change. Specifically, they will be responsible for designing and delivering a monitoring and evaluation system for our labour rights programme and supporting wider processes to improve the way we measure and communicate the impact of the organization. The position will include occasional international travel for the purposes of engaging with our Global Team, who are based in 16 countries around the world.

The Development Officer: Monitoring and Evaluation is a new position, that will sit within our growing global Development team. This is a small, high performing team tasked with developing organizational programming with Global Team members, to driving fundraising for new and existing work, monitoring and evaluating organizational impact, and managing relationships with donors and partner organizations. The Development Officer: Monitoring and Evaluation will report to the Development Manager for Europe for line-management and will work closely with the Project Leads from our labour rights programme.

Responsibilities

The Development Officer: Monitoring and Evaluation will:

Drive a proactive and strategic monitoring and evaluation system for the labour rights programme:

With our two Project Leads for labour rights, lead the process of designing and establishing a new monitoring and evaluation system, based on the programme's strategy and logical framework. Ensure uptake and participation by relevant staff. This is the priority work of the Officer.

Ensure effective monitoring and evaluation of outcomes and impact across the organization: Engage Global Team members and partner organizations to conduct monitoring and evaluation reviews of their work and Key Performance Indicators, especially on labour rights. Contribute to strengthening and developing procedures to improve the organization's measurement of outcomes and impact and the learning and enhanced strategizing and programming that derives from that.

Build the capacity of Global Team members to conduct monitoring and evaluation: Support the Development Team in training colleagues on monitoring and evaluation. Provide support to Global Team members and partners in designing logical frameworks and theories of change. Mentor staff and partners to ensure compliance, data quality and management.

Develop engaging and persuasive written content on our work and impact: Collect and refine information from monitoring and evaluation processes for the purposes of reporting and cross-organizational learning. Support the Development Team in producing engaging and persuasive reporting products that are appropriate for key donors and partners.

Contribute to strategy development and planning: Lead discussion on key lessons and recommendations from monitoring and evaluation processes, to contribute to ongoing strategy development and activity planning by Project Leads, the Global Team, and partners.

Support programme administration: Ensure reporting and evaluation products are shared effectively across the organization, and with relevant partners. Maintain accurate and up-to-date records of monitoring and evaluation processes.

Other responsibilities: Provide other *ad hoc* support to the Development Team when necessary.

Key competencies and attributes

Experience: At least 2 years' experience in a development or monitoring and evaluation role. Experience of designing and delivering tailored systems for monitoring and evaluation, using detailed logical frameworks. Evidence of high-quality reporting and evaluation.

Expertise: Excellent understanding of how effective monitoring, evaluation and communication can enhance an organization's impact. Ability to assess critically, deliver lessons and recommendations, and advise how to use evaluations to deliver improved performance.

Strategic Thinking: Track-record of helping to develop successful strategies to effect change, at programme and organizational levels.

Communications: Ability to draw lessons and conclusions from complex and varied information. Keen sensitivity to audience, and editorial judgement. Outstanding written English communications skills.

Relationship-building: Track-record of developing relationships with staff, partners and donors. Enthusiasm for supporting colleagues to monitor, evaluate and communicate their work. Experience supporting staff either through training, coaching or assisting with particular projects or programmes an asset.

Project Management: Track-record of leading and/or implementing complex projects or programmes including planning, execution, and evaluation of lessons learned.

Team player: Experience of, and commitment to, working in high-performing teams that are highly collaborative and focused on outcomes. Experience working with colleagues remotely, desirable.

Knowledge of human rights issues: A strong interest in international issues and familiarity with social justice issues desirable.

International/Multicultural Experience: A track-record of successful work in multicultural and diverse cultures and working environments.

The Business & Human Rights Resource Centre is a diverse, global team. We are committed to providing equal opportunities for everyone regardless of their background and we acknowledge that people from certain backgrounds are under-represented in progressive movements. We particularly encourage applications from ethnic minorities, people with disabilities, and people who identify as LGTBQ+.

To apply, please follow this link:

<https://businesshumanrights.freshteam.com/jobs/YvbZ6StemTok/recruitment-for-a-development-officer-monitoring-and-evaluation>