



## **Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer**

### **Business & Human Rights Resource Centre**

#### **THE POSITION**

The MEAL Officer is the primary person responsible for driving effective monitoring, accountability, reporting and learning of the Resource Centre's work. They will bring knowledge and initiative to the way our Global Team monitors, reports and evaluates change, and the way we use our findings to guide strategic decision-making.

Primarily, the MEAL Officer will be responsible for ensuring uptake and effective implementation of our Labour Rights programme's new MEAL system, established over the last year. This involves supporting the team working on 11 activity clusters, across the diverse range of labour rights issues we work on globally, from forced labour to fundamental freedoms. The MEAL Officer will guide learning and development of best practices from our work, help us tell compelling stories about how we influence change among key actors, and support strategic decision-making to develop our diverse programme to advance labour rights worldwide.

The MEAL Officer will also support the development of MEAL across our Global Team and three strategic programme areas. The MEAL Officer will play an integral part in development of our organisational MEAL processes and procedures, as well as the development of our individual team members' MEAL capacities and expertise.

The MEAL Officer sits within our growing global Development Team. This is a small, high performing team tasked with developing organisational programming with Global Team members, driving fundraising for new and existing work, monitoring and evaluating organisational impact, and managing relationships with donors and partner organisations. The MEAL Officer will report to the Development Manager, Europe for line-management, and will work most closely with the Labour Rights Team, under the leadership of its two Project Leads. The position will include occasional international travel for the purposes of engaging with our Global Team and programme partners, who are based in 16 countries around the world.

#### **Job title: Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer**

Reports to: Development Manager, Europe

5 days (35 hours) per week

Starting salary: £34,000 per year, plus 5% pension

Contract term: 12 months (with plans to extend for 3 years, funding dependent)

Paid leave: 24 days per year, plus bank holidays

Workplace: London office preferred, New York or Washington DC optional. Please note: Applicants must have the right to work in the UK or USA.

Application deadline: Tuesday 17 March 2020

Invitation to interview: By 24 March, with interviews to take place during 1 – 3 April.

#### **London office:**

2-8 Scrutton Street, 2<sup>nd</sup> floor, London EC2A 4RT  
+44 (20) 7636-7774/contact@business-humanrights.org  
Registered Charity 1096664 in England & Wales

#### **New York office:**

110 Wall Street, New York, NY 10005  
(212) 564-9160/surak@business-humanrights.org  
501(c)(3) non-profit organization in USA



## **Responsibilities**

The MEAL Officer will:

***Drive implementation of a proactive and strategic MEAL system for the labour rights programme:*** Building on the newly-established MEAL system, the MEAL Officer will ensure its uptake and use by teams working across the 11 activity clusters of the Labour Rights programme, ensuring the system remains flexible and responsive to their needs and ways of working. This is the priority responsibility of the MEAL Officer.

***Lead strategic reflection and learning processes:*** Organise and lead MEAL processes with the Labour Rights Team, including an end-of-grant self-evaluation process starting in March 2021, taking responsibility for budget, logistics, and development of evaluation reporting products. Support the team and partner organisations to develop lessons learned and best practice recommendations, and contribute to ongoing strategy development and activity planning.

***Support the development of procedures for quality and accountable information management:*** In collaboration with the Communications team, design and support cross-organisational standard procedures for measuring progress and impact. Ensure transparent use and reporting of information within teams, and with partners, allies, and donors.

***Build the capacity of Global Team members to conduct monitoring and evaluation:*** In collaboration with the Development Team, lead organisational efforts to train colleagues on monitoring, evaluation, accountability and learning. 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 MEAL processes for the purposes of reporting and cross-organisational learning. Support the Development Team in producing engaging and persuasive reporting products that are appropriate for key donors and partners.

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

***Other responsibilities:*** Provide other *ad hoc* support to the Development Team and other Global Team members, for instance in development of strategies, MEAL tools, or fundraising proposals.

## **Key competencies and attributes**

***Experience:*** At least 2 years' experience in a MEAL role, ideally with experience in methods for monitoring advocacy and influencing work, such as outcome harvesting. Experience of designing and delivering tailored systems for MEAL, using detailed logical frameworks. Evidence of high-quality reporting and evaluation.

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**Expertise:** Excellent understanding of how effective MEAL can enhance an organisation'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 organisational 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. Experience with organising MEAL events with participants from multiple countries, managing budgets and logistics.

**Team player:** Experience of, and commitment to, working in high-performing teams that are highly collaborative. Experience of building the knowledge and capacity and ensuring the buy-in of teams that are new to MEAL.

**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 LGBTQ+.

## How to apply

Please follow [Link to Job](#) and fill and submit the application form on the website by March 17. There is no need to submit a C.V. Interviews to take place during 1 – 3 April.

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