**Job Title:** Senior Manager Monitoring Evaluation and Learning.  
**Responsible to:** Director of Programmes  
**Responsible for:** N/A  
Recruitment & oversight of occasional consultancies

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary:</td>
<td>£36,540 - £43,645 (pro rata £29,232 - £34,916)</td>
</tr>
<tr>
<td>Term:</td>
<td>Permanent</td>
</tr>
<tr>
<td></td>
<td>28 hours per week (80% of full time)</td>
</tr>
</tbody>
</table>

**Programme Department Purpose:**  
To lead the development and delivery of high impact programmes for women entrepreneurs in low and middle income countries.

**Team Purpose:**  
To provide cross cutting support to strengthen the quality, scale, impact and innovation of the Foundations portfolio of programmes through technical advice and leadership, programme design, monitoring evaluation and learning, project management, research, policy development and incubation of new programmes.

**Job Purpose:**  
To provide “hands on” technical leadership, guidance and management of monitoring, evaluation and learning across the Foundation’s programme programmes and advocacy portfolio.

**KEY RESPONSIBILITIES:**

**Planning and leadership**
- Responsible for ensuring organisational Theory of Change remains relevant and current
- Responsible for shaping and delivering the Foundation’s approach and plans for monitoring, evaluation and learning across the organisation
- Support the development of metrics for reporting on progress against strategy, plans and delivery
- Support the innovation and evolution of the Foundations approaches to ensure we are at the forefront of impactful women’s entrepreneurship development, increasing quality of impact, scale and always putting the needs and experiences of women and girls at the heart of our approach
- Build a network of technical experts with partners, academics and consultants to strengthen and enhance the Foundations approach to and delivery of MEL

**Monitoring, evaluation and learning**
- Develop an organisational wide MEL System with supporting tools for both staff and partners as needed
- Lead on the design, implementation and management of a robust MEL framework for collection, collation and analysis of multiple datasets at baseline, mid-line, and end line stages of programmes, also ensuring Programme Managers are able to play a key role in the MEL elements of their projects
- Work closely with technical leads (mentoring, entrepreneurship and external affairs) to put in place appropriate systems, processes and tools to monitor, measure and demonstrate impact across all the foundations programme areas.
- Work collaboratively with the programme delivery teams to ensure that data is collected, analysed, synthesised and reported in a manner which meets the highest internal, donor and partners standards
- Develop appropriate knowledge management processes for the Foundation to maximise the value of our knowledge and resources
- Foster ways of working that encourage a culture of learning and sharing across programme teams
- Ensure programme effectiveness and impact is communicated in a meaningful way with our stakeholders, through a variety of means and channels, in consultation partnerships and communications teams
- In collaboration with colleagues in programmes and partnerships, lead on M&E and reporting in line with partner/ project-specific requirements
Programme development and design
- Provide technical leadership for development of MEL frameworks for new programmes, working closely with Heads of Programme teams, External Affairs and Partnerships teams
- Provide technical leadership for revising and aligning MEL within existing programmes
- Provide technical oversight and input to programme development, innovation and research across the Foundation’s different programme areas, working with the Heads of programmes
- Working with the Director of Programmes, and Director of External Affairs, contribute to research priorities linked to the Foundation’s programme portfolio to support future programme development and advocacy work
- Put in place processes to ensure development of new programme work builds on learning and evidence from the Foundation’s own activities and MEL results as well as wider networks of organisations

Fundraising
- Actively support programme and fundraising staff in generating funds to support the Foundation’s work including liaising with donors as agreed with the Partnerships Department
- Provide MEL technical oversight, design and review to the preparation of proposals, programme design, budgets and reports for funders by the partnership department and programme teams
- Work with programme teams and the Partnerships Department to develop new concepts and programme models to pitch to donors

Management Team accountabilities
- Play an active part in the Management Team and contribute to collective responsibility in key areas including the Foundation’s culture, impact and compliance
- Take responsibility for the profile and identity of the charity, representing our work externally, developing relationships with key stakeholders across the sector, funders and partners
- Discuss and develop approaches to tackle key strategic issues and opportunities at Management Team level
- Identify and report on issues of compliance and risk, supporting SLT to mitigate
- Provide regular updates, share learning and report on activities across the organisation

This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Essential Criteria:
- Significant experience in designing, delivering and analysing MEL frameworks, systems and methodology
- Proven experience in providing leadership on all matters pertaining to MEL, including but not limited to the identification and support development of digital tools and platforms to streamline and manage MEL activities
- Experience in using MEL findings and analysis to inform adaptive programme management and innovation
- Excellent knowledge and understanding of measuring women’s economic empowerment, ideally women’s entrepreneurship development, and more broadly on the issues around gender and development
- Experience working with technology and technology service providers in the development and delivery of MEL systems
- Excellent relationship management internally and externally
- Able to manage multiple diverse projects and prioritise workload
- Proven experience in building effective relationships with a wide range of stakeholders, partnership building and networking at senior management level or above
- Excellent team-working and cross-team working and influencing skills
- Flexibility to undertake overseas travel

Desirable Criteria:
- Experience in enterprise development or women’s entrepreneurship
• Ability to review proposals and contribute to the development of project designs, relevant evaluation methods, logic models, evaluation, development of performance indicators, and monitoring and evaluation frameworks and plans
• Experience in approaches to Adult Learning and Curriculum Development
• Experience of working in a technical advisory role or equivalent
• Experience of creating and managing research partnerships working
• Experience of undertaking research to create programmes and or policy positions

Application
Candidates who wish to apply are requested to submit the following documents:
• Covering letter addressing relevant experience for the role
• Current CV – no more than two pages
Please send your application to: recruitment@cherieblairfoundation.org

The Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. All applicants should have the right to work in UK