



Cherie Blair  
**FOUNDATION  
FOR WOMEN**

Women's economic equality is one of the biggest opportunities of our time. Empowering women is key to driving social change. Working at the Foundation is a chance to be part of that change.

### About the Foundation

At the Cherie Blair Foundation for Women we help release the potential of women entrepreneurs, so they can redefine the future. Founded in 2008, the Foundation has supported over 175,000 women entrepreneurs in low and middle-income countries to transform their businesses and lives. In partnership with local organisations in over 100 countries, we deliver training, facilitate mentoring and share knowledge to help women start, sustain and grow their businesses. With our support, women reclaim the rights and freedoms they are too often denied. As a result, businesses flourish. Communities prosper. Attitudes shift. Economies grow. And women move the world in a whole new direction.

Our mission is to empower women to start, grow and sustain successful businesses, so they can redefine the future for themselves and their societies.

### Ways to get in touch

Cherie Blair Foundation for Women, PO Box 60519, London, W2 7JU  
+44 (0)20 7724 3109  
[recruitment@cherieblairfoundation.org](mailto:recruitment@cherieblairfoundation.org)  
[www.cherieblairfoundation.org](http://www.cherieblairfoundation.org)

Registered Charity No. 1125751

## Senior Manager Monitoring Evaluation and Learning

**Responsible to:** Director of Programmes

**Location:** London office / Home working during COVID19.

**Salary:** £36,796 - £43,951 (pro rata)

**Term:** Permanent, 21-28 hours per week

### 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 Foundation's 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 technical leadership, guidance and management of monitoring, evaluation and learning across the Foundation's Programmes and advocacy portfolio – overseeing the implementation and improvement of MEL systems and ensuring MEL data and insights inform the organisation's work and effectively demonstrate our impact.

## Key responsibilities

### Planning and leadership

- Lead the evolution of the Foundation's approaches to monitoring, evaluation and learning to ensure we are able to demonstrate the impact of our women's entrepreneurship development Programmes.
- Be the organisation's expert of MEL matters and act as an adviser across all teams on how to carry out and communicate about robust MEL.
- Ensuring organizational buy-in across teams for a robust MEL system and process, designing ways to engage all teams and reporting back on key impact data.
- Responsible for ensuring organisational Theory of Change remains relevant and current and is disseminated and embedded effectively across the Foundation.
- 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

- Responsible for shaping and delivering the Foundation's approach and plans for monitoring, evaluation and learning across the organisation including for programmes, fundraising, policy and advocacy, and communications.
- Guide the development of MEL metrics for reporting on progress against organisational and team strategies plan and delivery.

- Oversee and support data collection and analysis of multiple datasets at baseline, mid-line, and end line stages of Programmes.
- Work collaboratively with the programme delivery teams to ensure that data is synthesized and reported in a manner which meets the highest internal, donor and partners standards.
- Work closely with technical leads (mentoring, entrepreneurship and external affairs) to maintain and enhance appropriate systems, processes and tools to monitor, measure and demonstrate impact across all the foundations programme areas.
- Develop and maintain appropriate knowledge management processes for the Foundation to maximise the value of our knowledge and resources.
- Ensure effective dissemination of impact data, both internally and externally.
- Foster ways of working that encourage a culture of learning and sharing across programme teams and the wider organisation.
- 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.

### Programme development and design

- 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.
- Develop and share data analytics and impact stories for external audiences and fundraising purposes.

### Fundraising and External Communications

- 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
- Develop and share data analytics and impact stories for external audiences and fundraising purposes.

### 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.*

## Person specification

### Essential criteria:

- Demonstrable experience in designing, delivering and analysing MEL frameworks, systems and methodology in a related setting.
- Substantial experience and understanding of how to gather and use MEL data in a way that creates the most impact, from innovating programme design to external communications.
- Proven experience in operationalizing MEL frameworks and systems across organisations.
- 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.
- 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.
- 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

### Desirable criteria:

- Experience in designing and delivering MEL in enterprise development or women's entrepreneurship contexts.
- 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.
- Flexibility to undertake overseas travel.

## Application

Candidates who wish to apply are requested to submit the following documents:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV – no more than two pages

Please send your application to: [recruitment@cherieblairfoundation.org](mailto:recruitment@cherieblairfoundation.org)

We value diversity and welcome applications from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion or belief. All applicants should already have the right to work in the UK.

## Job applicant privacy notice

### Data controller:

The Cherie Blair Foundation for Women, PO Box 60519, London W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does the Foundation collect?

The Foundation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### Why does the Foundation process personal data?

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

### [How does the Foundation protect data?](#)

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### [Who has access to data?](#)

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and,

if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks. The Foundation will not transfer your data outside the European Economic Area.

### For how long does the Foundation keep data?

If your application for employment is unsuccessful, the Foundation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [enquiries@cherieblairfoundation.org](mailto:enquiries@cherieblairfoundation.org) stating 'SUBJECT ACCESS REQUEST' or telephone the PA to the CEO on 0207 724 3109.

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

### What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

### Automated decision-making

Recruitment processes are not based on automated decision-making.

