



Monitoring, Evaluation and Learning Officer

<u>Responsible to:</u>	Development Director
<u>Salary range:</u>	£29,160 - £34,366
<u>Key relationships:</u>	CEO, Operations team, Legal team, Fundraising Officer, External lawyers, Partners and Beneficiaries
<u>Location:</u>	Media Defence, the Foundry, 15-17 Oval Way, London SE11 5RR ¹
<u>Contract:</u>	Permanent
<u>Hours:</u>	37.5 hours (flexible), occasional evening and weekend work

Media Defence is a global charity that helps media defend their rights. We support independent media, journalists and citizen journalists who are under legal threat by making sure that lawyers are available to defend them. We engage in strategic litigation to improve the regulatory environment for media freedom, make grants to organisations in various countries to run media defence programmes, and build the capacity of the lawyers and organisations we work with on issues of media law. Since our founding in 2008, we have supported 900+ cases in 110 countries, with a consistent success rate of 70%+.

Role Summary

The role leads the collection of monitoring, evaluation and learning data in relation to Media Defence's work, ensuring learnings are implemented and data is up to date. Using this and other relevant information, this role provides vital data to support the CEO, Development Director and Fundraising Officer in preparing and making both funding applications, donor and internal reports.

Main Responsibilities

- Monitor and evaluate grant and programme effectiveness
- Lead the development and implementation of Media Defence's monitoring and evaluation framework and evaluation and learning strategies

¹ Please note we will be soon moving to a new office in Central London

- Support donor reporting activities
- Develop appropriate performance indicators and benchmarks
- Gather and analyse data (including through surveys, web statistics, interviews, unsolicited feedback, case studies and reports) and ensure the resulting information can be understood and communicated for internal learning as well as external reporting
- Prepare monthly and quarterly internal performance and progress reports for both the management team and the board of trustees
- Provide advice to staff and partner organisations on monitoring and evaluation needs, such as the identification of priorities and indicators; the design, set up and use of monitoring and evaluation systems; and the design of evaluation and learning studies
- In collaboration with the CEO, Development Director, Finance and Operations Director and Fundraising and Communications Officer, help coordinate the production and communication of impact reports and the annual review
- Research, collate and prepare data for CEO and Development Director to support grant and fundraising applications
- Identify and maintain a databank of suitable case studies, examples and best practice, to support fundraising applications and grant reporting
- Manage and report on monitoring, evaluation and learning activity budget and expenses to the CEO and the Finance and Operations Director
- Produce monitoring, evaluation and learning-related blog content in order to communicate key learnings to a broader audience
- Drive a culture of learning in the organisation by communicating key findings with the team during debrief sessions
- Identify and carry out any other duties which fall within the scope, spirit and purpose of the post as requested
- Such other tasks as may from time to time be required

Person Specification

- Excellent writing, editing and proofreading skills, suited to preparing professional external and internal reports
- Experience of analysing, collating and reviewing data
- Positive and can-do attitude, creative, flexible and enthusiastic, with a commitment to excellence and professionalism
- Proficient IT user including Microsoft Office Packages, internet and email
- Excellent written and oral communication skills, excellent written and spoken English

- Highly organised, with attention to detail and ability to meet deadlines
- Ability to thrive in a fast-paced environment
- Experience using project information and data from Excel or database to inform bids or reports
- Integrity, professional discretion and ability to handle confidential matters
- Pleasant, diplomatic manner and disposition in interacting with at all levels, as well as with Media Defence's partners
- Experience of and an interest in international human rights, law or journalism
- A strong commitment to equal opportunities and diversity in the workplace
- Eligible to work in the UK

Equality and diversity are fundamental to our mission. We are committed to the recruitment and retention of individuals from diverse backgrounds and who reflect the diverse communities in which we operate.

To apply for this role, please email your CV and covering letter referencing 'Monitoring, Evaluation and Learning Officer' to recruitment@mediadefence.org.

We are recruiting on a rolling basis until the position is filled, we are looking forward to receiving your application.

Media Legal Defence Initiative trading as Media Defence

Registered Charity (1128789)

Registered Company in England and Wales (6621203)