



## Monitoring, Evaluation and Learning Officer

<b><u>Location:</u></b>	Hybrid / London  We combine home working and office-based working to suit individual and organisational needs.
<b><u>Salary:</u></b>	£34,000 - £40,000 (FTE) £27,200 – £32,000 pro-rata, based on 30 hours a week
<b><u>Contract:</u></b>	Permanent, part-time (4 days a week)
<b><u>Hours:</u></b>	30 hours (4 days a week)
<b><u>Responsible to:</u></b>	Director of Development and Programmes
<b><u>Key relationships:</u></b>	Chief Executive Officer, Finance and Operations team, Capacity Building team, Legal team, Fundraising Officer, External lawyers, partners and beneficiaries
<b><u>Closing date:</u></b>	30 December 2024

Media Defence is a charity that helps media to 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. We build local legal capacity by 1) providing grants and added value support to organisations in various countries to run media defence programmes, and 2) training lawyers we work with on freedom of expression and media law. Media Defence is a leader in the field.

### 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, Director of Development and Programmes; 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
- Support donor reporting activities
- Develop appropriate organisational performance indicators and benchmarks
- Drive a culture of learning in the organisation by communicating key findings with the team during debrief sessions
- Work with the Management Team to drive the organisation's strategy by leading Monitoring and Evaluation (M&E) activities.
- Play a pivotal role in creating impact by utilising M&E data for strategic decision-making for the organisation.
- 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
- Carry out partner evaluations in collaboration with the Capacity Building Manager
- Facilitate direct communication with partners, journalists, and other stakeholders to collect valuable feedback and input for evaluations.
- Prepare monthly, quarterly and annual 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, Director of Development and Programmes, Finance and Operations Director and Fundraising Officer, Communications Officer, help coordinate the production and communication of impact reports and the annual review
- Research, collate and prepare data for CEO and Director of Development and Programmes to support grant and fundraising applications
- 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
- 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
- Experience in organisational strategy or impact
- 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 and the ability to communicate clearly with non-native English speakers
- 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
- A strong commitment to equal opportunities and diversity in the workplace
- Eligible to work in the UK

#### Desirable

- Knowledge of additional languages
- Experience of and an interest in international human rights, law or journalism

#### Benefits

- Pension: Contributory pension scheme (employer matched contribution up to max. 8%).
- Annual leave: 25 days annual leave plus bank holidays.
- Office closed between 25 December and 1 January.
- Opportunity to carry over five days into the following annual leave year.
- Days' start/finish time is flexible.
- Friendly and supportive team culture.
- On joining Media Defence, all employees are automatically able to access professional support through our Employee Assistance Programme (EAP) and a digital health app.
- We offer an enhanced maternity and paternity leave package.
- We provide a range of training and development tools to support our employees to improve or develop skills and knowledge for the benefit of both the individual and the organisation.

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.

**If you are interested in applying for this role, please email your CV and covering letter in PDF format, referencing 'Monitoring, Evaluation and Learning Officer' to [recruitment@mediadefence.org](mailto:recruitment@mediadefence.org).**

**Applications will be reviewed on a rolling basis, so we encourage interested qualified candidates to apply soon.**

**Closing Date:** 30 December 2024

Interviews will take place from 10 to 20 January 2025.

If you have any questions relating to the role or the process, or would like any adjustments made to accommodate your needs, please contact us at [recruitment@mediadefence.org](mailto:recruitment@mediadefence.org).