

RESTLESS DEVELOPMENT

THE YOUTH-LED DEVELOPMENT AGENCY



ABOUT RESTLESS DEVELOPMENT

Restless Development is an agency for youth-led development. Through ten global Hubs, our work is delivered by young people, for young people, giving them the skills and resources to address the issues facing their communities and countries. Tackling unemployment and sexual rights, supporting young people to have a voice, and enabling youth leadership at the heart of development, Restless Development programmes are genuinely life-changing.

The UK Hub delivers Restless Development's new [global strategy](#) in the UK and globally through its campaigns; communication; policy; advocacy and youth engagement work. It also acts as a thought leader in these areas for the global agency. It has been at the forefront of some of our most significant pieces of work: ensuring young people's voices shape the new Global Goals and push [decision-makers to turn the promises into reality](#); supporting over 400 young people a year from the UK to volunteer on the [International Citizen Service](#); and supporting these young people to lead campaigns in the UK, such as [Youth Stop AIDS](#).

The Monitoring, Evaluation and Learning Manager will play a pivotal role within an expanding International programmes unit. They will lead support to the UK Hub in design, delivery and learning, helping them to better understand the results of their work and ultimately achieve a greater impact. They will also be joining Restless Development at an exciting time, as we develop our monitoring, evaluation and learning systems in line with our new strategy and roll out a new global results framework and quality principles to drive success across the programme cycle.

For more information on Restless Development's mission, values and work, please visit: www.restlessdevelopment.org.

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ABOUT THE ROLE

Job title	Monitoring, Evaluation and Learning Manager
Location	London, Waterloo
Salary	£32,623 gross per annum
Preferred start date	April 2017
Length of contract	Two years
Visa requirements	Must have the right to work in the UK
Reports to	Senior Programme Quality Manager
Direct reports	None
Expected travel	Potential for International travel

KEY PRIORITIES

1. Design, develop and implement monitoring, evaluation and learning frameworks

- Lead on the design and development of monitoring, evaluation and learning systems for all the UK Hub's new programmes and initiatives, including youth-led global advocacy and campaigns, and capacity building work
- Working closely with the Senior Programme Quality Manager to ensure frameworks align with Restless Development's new global results framework and programme principles
- Working closely with the different teams across the UK Hub, especially the Campaigns and Policy and Practice teams, to ensure rigour in the design of any new programmes and initiatives, and the creation of accompanying theory of change models incorporating learning and evidence
- Support teams to ensure that existing tools and systems are implemented effectively; supporting on the design of new indicators and data collection tools where appropriate

2. Management and implementation of evaluation studies

- Plan and manage external evaluations for the UK Hub, recruiting and managing the relationship with external consultants
- Plan, design and implement internal evaluations across the UK Hub, supporting the creation and dissemination of learning products
- Acting as a lead contact for all evaluation studies, coordinating inputs from programme teams; managers; volunteers; and consultants

3. Internal reporting and learning

- Working with the teams across the UK Hub to ensure that internal reporting and quarterly review meetings result in learning, and evidence-based decision making
- Lead on the dissemination of UK Hub evaluation findings both internally across Restless Development and externally, in alignment with plans for sharing learning across the global agency
- Working closely with the Head of the UK Hub to ensure that learning is effectively incorporated into the annual review and planning process
- Drawing from existing monitoring, evaluation and learning systems to provide evidence of results and learning for donor reports, and input into programme review and design
- Sharing best practice with Restless Development's other Hubs, including how to effectively design, monitor and evaluate campaigns, advocacy and policy work

4. Compliance and representation

- Attend and contribute to the monthly UK Hub leadership meetings, leading on agenda items relating to monitoring, reporting, evaluation and learning
- Actively participate in International Programmes unit meetings, change processes, and unit development





- Support the Head of the UK Hub to ensure that the Hub is compliant with global bottom line accountabilities in Programme Quality
- Working with the Senior Programme Quality Manager in the Programmes Team to ensure International reporting requirements are met
- Represent the UK Hub in intra-organisational discussions on Programme Quality and Restless Development at external meetings when needed

5. Other

- Other duties as required
- You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted

ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with our Values.

Values	Behaviours	What we expect of the MEL Manager
 HEART We are who we serve. We are brave.	Values-led	Embeds a values-led culture within their team; both recognising and rewarding behaviour which upholds the Restless Values and professionally challenging behaviours which do not.
	Innovation	Fosters a climate of innovation and continual improvement across their team. Considers external best-practice when adapting plans; acting positively and quickly to assess and resolve issues.
 HEAD We are 100% professional. We prove that young people can	Delivers Quality	Takes full accountability for performance and value-for-money within their team. Ensures team capacity to deliver quality against strategic priorities, and guides their team to develop solutions for anticipated problems.
	Decision-Making	Takes full accountability for managing a budget and/or programme and/or incidents. Considers the organisational vision, Restless Values, external influences, and long term impact when making decisions. Supports more junior staff with difficult decisions.
 VOICE We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Plays a key role in strategy development. Taking accountability for team performance and creating a compelling leadership vision for their team. Inspires and supports others to take on a leadership role.
	People Development	Drives their own personal development, committing to new challenges which build capacity for the organisation. Supports team members to fulfil their potential through effective performance management, mentoring and other opportunities for growth.
 HANDS We are in it together. We listen and learn.	Effective Communication	Builds consensus and commitment amongst staff and national partners, using effective communication to navigate difficult topics. Coaches others to communicate effectively.
	Collaboration	Utilises their internal and external relationships to enable others to expand their network; creating opportunities for others to broaden their awareness of other parts of the organisation and/or current issues. Cultivates national partnerships.

SKILLS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Graduate level degree in a relevant area, or equivalent work experience • A minimum of two years' experience in monitoring, evaluation and learning; which should include overseeing evaluation studies and developing monitoring and evaluation frameworks • Demonstrable interest in the areas of advocacy and campaigning; capacity building; and/or youth engagement • Strong analytical, and qualitative and quantitative research skills • Strong written and verbal communication skills, including the ability to communicate complex issues in a clear and accessible way • Experience in project management, with the ability to manage a range of deadlines • Good IT skills with competence in Word, Excel and PowerPoint • Commitment to Restless Development's values and youth-led development
Desirable	<ul style="list-style-type: none"> • Experience of monitoring and evaluating advocacy and campaigning work • Experience of working in the International youth sector /youth-led development • Experience of working in an evolving, medium sized organisation • Knowledge of advocacy, campaigning, capacity building and/or youth engagement • A technical and practical understanding of current MEL trends and resources

Restless Development is an Equal Opportunities employer and welcomes applications from everyone.

WHAT WE DO FOR YOU

Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to salary, we offer Managers a 3% pension contribution.

Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

Work-life balance

It goes without saying that we work hard at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

Professional development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

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KEY DATES

- Please send a completed application form to jobs@restlessdevelopment.org by **9am on Monday 13 March 2017**. Please note that we do not accept CVs, resumes or covering letters.
- First round interviews are scheduled to take place on **Friday 17 March 2017**.
- Second round interviews are scheduled to take place on **Wednesday 22 March 2017**.