Development and Monitoring & Evaluation Officer

Job Description

Region: Suffolk and East Anglia and Harare, Zimbabwe
Location: Ipswich, Suffolk.

P.H.O.E.B.E. is seeking a highly motivated and enthusiastic Development and Monitoring & Evaluation Officer to join our team.

P.H.O.E.B.E. has been functioning as a registered charity since 2010. Opening originally as a support centre for Zimbabwean women in distress, our centre developed into supporting migrant women, from many backgrounds, who experience domestic violence. Currently, we run a variety of projects that support and empower women and girls in, and around Ipswich. We provide ESOL English classes, domestic violence service and a girl’s self-esteem project run in partnership with local primary schools. In 2017, we launched P.H.O.E.B.E. Zimbabwe, a mental-health and wellbeing retreat centre in Harare Zimbabwe.

We are now looking for a Development and Monitoring & Evaluation Officer to help us implement a robust process for administration and monitoring and development for our projects in the UK and in Zimbabwe. As well as, to contribute to and support a new Growth and Development Plan. The tasks attached to this role are various and diverse, therefore this position is suited to someone who is creative, flexible and with a wide set of skills.

This is an exciting, new and varied role with scope for development and progression if you are someone who is looking for a career in the charity sector and/or in international development. P.H.O.E.B.E. is a small charity, which means that this role offers considerable advantages and flexibility for your skills to be honed in managing projects, delivering grants and developing and growing our important work.

The successful applicant will join a small, dedicated and hardworking team based mainly in Ipswich, Suffolk and will work under the management of the Director.

The successful applicant will contribute to P.H.O.E.B.E.’s G&D Plan via the following tasks:

- Management of the grants scheme - open of the application process, writing and evaluation of the applications, award of grants, monitor and report of the projects.
- Identifying new fund development opportunities and apply for grants with Governments and other national and international grant making bodies.
- Contribute to the development of P.H.O.E.B.E.’s fundraising strategy.
- Develop tailored, focused and deliverable proposals for core and project funding.
- Research new opportunities and support the development and maintenance of relationships to secure funding.
- Research-based project reports into our work in gender-based violence and women and girl’s mental health to monitor and evaluate our projects.
- Original research papers and analysis of existing research into gender-based violence and women and girl’s mental health produced to develop the efficacy of our projects and ensure that service-user needs and voices are addressed with integrity.
• Design, implement and manage an objective M&E framework and associated processes to assess the relevance, effectiveness, efficiency and sustainability of the P.H.O.E.B.E.’s capacity building and programmatic output.

• Assist P.H.O.E.B.E. to set up a system of internal monitoring and regular and systematic internal data collection to monitor progress and produce internal reports.

• Develop a system to produce progress reports for all stakeholders and donor partners.

• Support P.H.O.E.B.E. in identifying Key Performance Indicators (KPIs).

• Produce regular evaluative reports, drawing on KPIs.

• Produce project reports, such as quarterly reports, annual report, and donor-specific reports, capturing in a comprehensive analytical manner project progress against the project Results Framework, including the documentation of success stories, achievements, lessons learned, risks and issues.

• Produce project updates to donors and stakeholders in a timely manner.

• Support the Director in events management (conferences, training and fundraising events, etc.)

• Support the Director in the development and planning of social media campaigns.

• Keep an updated and detailed database of contacts.

• Providing reports, stats and other updates to the Director and the Board.

• Attending and speaking at public events and conferences.

• Any other reasonable duties as requested.

**Person specification:**

**Essential**

• Excellent general IT skills (Google Drive, Google Sheets, Gmail, Excel etc.)

• Grant management skills. Basic understanding of budgeting and financial reporting would be an asset.

• Experience in the charity fundraising sector writing winning, technical and high-quality grant proposals, working with key institutional and government donors and identifying partnerships and funding leads.

• Work or voluntary experience in any NGO or charity, especially if at the international level.

• Demonstrated ability to convey messages and to build strong relationships with members and stakeholders.

• Excellent writing, editing and proofreading skills, suited to preparing professional funding proposals of the highest standard and an excellent command of English.
- Master’s degree in International Development, Project Management, Human Rights, Global Mental Health or any other related field. Or a Bachelor’s degree with significant experience.

- Experience of dealing with stakeholders, supporters and partners.

- Ability to synthesise complex information and communicate it effectively to specialist and non-specialist audiences.

- Excellent analytical skills.

- Excellent time management skills. Well-organised, efficient and able to work independently.

**Desired**

- Activism in a local or national humanist organisation preferably in the field of: mental health, women’s rights, women’s health, sexual and reproductive health rights.

- Experience or knowledge of a human-rights based approach, and the role of feminist organisations in mental health and women’s health.

- Excellent understanding of, and sympathy with, the philosophy and policies of P.H.O.E.B.E.

- A good knowledge of other international NGOs and their role and scope.

- A clear and convincing communicator.