

LINK COMMUNITY DEVELOPMENT INTERNATIONAL



Job Title	Knowledge and Impact Manager
Salary Scale	£31,204 - £37,934
Hours	Full time
Accountable to	International Programme Director
Location	Central Edinburgh; may require travel to partner countries
Tenure	12 months with view to permanent position

ABOUT LINK COMMUNITY DEVELOPMENT

Link Community Development is a family of not for profit organisations working together to transform education for children and communities across impoverished rural areas of Ethiopia, Ghana, Malawi, Rwanda and Uganda. Since our foundation in 1995 we have worked in 3,000 schools and improved the lives of over two million children through unique and effective school improvement models. We guide governments and educators to adopt low-cost solutions to improve learning and support for children, with a focus on literacy, numeracy and inclusion for the most marginalised children. Through a partnership delivery model which embeds piloting and learning within local systems, we influence changes to policy, practice and accountability on a national scale, and our interventions are regularly adapted and replicated by governments and NGOs in new countries and contexts. Link Community Development International (Link), based in Edinburgh, Scotland supports all project, M&E, fundraising, finance and governance activities in our five sub-Saharan partner countries.

JOB PURPOSE

The Knowledge and Impact Manager (KIM) will increase the technical capacity and quality of M&E across the Link Community Development family in our UK support office based in Edinburgh, and our five partner countries in Ethiopia, Ghana, Malawi, Rwanda and Uganda.

This post-holder will have an opportunity to shape the development of MEL approaches in the organisation using specific expertise in monitoring, learning and measuring impact to strengthen internal MEL systems, MEL outputs and disseminate impact, and improve and promote a culture of evidence based planning and programme design.

The KIM will maximize south-south and south-north learning across the full spectrum of our work, providing central capacity for global data management and overseeing MEL across our five countries of operation. The KIM will lead on knowledge management and research and will design Link's MEL framework to include the tools, capacity and systems to collate evidence and validate progress.

They will convene international MEL training sessions; ensure consistent use of SMART indicators and disseminate learning across academic, media and digital channels; and develop impact studies, policy briefs and conference papers on community mobilisation, accountability, learning outcomes, school leadership and governance.

The KIM will provide technical support and capacity development to all Link staff. The KIM will be an evaluation manager (design and control the system and standards), a researcher (to support implementation, analyse and communicate), and a trainer/mentor (to build and share capacity).

INDICATIVE AREAS OF KEY RESPONSIBILITIES

N.B. An early task will be to agree a work plan and priorities, thus the below job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

Monitoring, evaluation and learning across the Link organisation

- Lead in the development of Link's MEL framework to ensure evidence based programme planning and robust monitoring, evaluation and learning across the Link organisation.
- Identify and/or develop a suite of tools to gather accurate data to measure change against Link's MEL framework. The use of quantitative and qualitative methods and development of innovative tools and methodologies for capturing and analysing evaluation data, including real-time evaluations is required.
- Build the capacity of Link's national and international staff in excellent M&E practices, including supporting the staff to analyse and make sense of their data, building their ability to draw conclusions and appreciate the learning coming out of the data.
- Develop systems to collect, store and analyse reliable data, ensuring that the processes and systems adopted are appropriate, ethical and in line with relevant data protection policy and legislation.
- Undertake the analysis of data, including quantitative and qualitative analysis, and present key findings in accessible ways for a variety of audiences.
- Support the commissioning of research and evaluation work from external parties where required including drafting tenders, briefing consultants and managing the quality of evaluation methodology and reporting. To ensure that all programme and project evaluation reports produced are high quality, accessible and meaningful to key audiences and clearly formulate recommendations for activity development as appropriate.
- Line-manage a new Knowledge and Impact Officer who is likely to be based in Uganda and work closely with the small programme team based in Edinburgh.

Link's programme development and quality assurance

- Provide advice and support on programme design and proposal writing particularly in relation to MEL, advising on baseline, outcomes framework, M&E methodology and budget allocations.
- Ensure that all Link staff understand and comply with the measurement and evaluation requirements of Link's donors, providing high quality evidence to support donor and organisational reporting.
- Work with Programme Leads and Managers to support donor reporting and compliance with funder requirements.
- Provide robust and timely data to inform review of programmes and organisational decision-making, including to the SMT.
- Input to reports required for Programme Committee and work with Committee members as required.
- Support continual learning, team reflection and adaptive management to develop and deliver our theory of change.

Dissemination and internal and external representation

- Refining the systems we use to manage, process, analyse and use knowledge.
 - Ensure that the evidence generated by our work, and key messages, are captured and communicated in ways which reach key audiences and effect change.
 - Ensure quality assurance across all external communication activities.
 - Input into development of our global communications strategy.
 - Author, co-create and publish outputs across our work to support engagement with external partners (donors, peer organisations/partners, policy makers, academics and stakeholders) in relation to general M&E practice, sharing our experiences, learning, knowledge and best practice, to position Link as a leading agency in the fields of international education programme quality and effectiveness.
 - Lead launch of a new global Link International learning event for country teams to present annual MEL impact, discuss solutions, opportunities for dissemination and contribute to a Learning and Evidence Annual Paper (LEAP). This will form the basis of continued organisational learning and provide hard evidence for global sharing.
 - Support development of a new global research partnership between Link and a trusted evaluation expert, such as School to School International, INTRAC for Civil Society based in Oxford, or The Research for Equitable Access and Learning (REAL) Centre, Cambridge.
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PERSON SPECIFICATION

EXPERIENCE AND QUALIFICATIONS

Essential

- Demonstrable experience in programme management, design, monitoring, evaluation, learning and donor reporting
- Excellent understanding of impact evaluation (including experimental and quasi-experimental approaches), longitudinal research, and both qualitative and quantitative data collection methods and analysis
- Demonstrable ability to communicate complex technical information to a variety of audiences in appropriate and engaging terms
- Demonstrable ability to deliver impact through mentoring a multi-cultural team and through working with a variety of audiences
- Training design and delivery, and capacity building experience
- Over 5 years' relevant experience in a development environment
- A postgraduate degree in a relevant field (International Development, education, research skills)
- Considerable experience in writing, editing and preparing communication materials.

Desirable

- Excellent level of understanding of the international education sector
- Experience of working in sub-Saharan Africa
- Experience of implementing ICT for development activities.

SKILLS AND ATTRIBUTES

Essential

- Highly articulate with demonstrable ability in writing, production of publications and in research design and management
- Must have advanced skills in MS PowerPoint, Excel and Word
- Exceptional written and spoken English knowledge
- Proven ability to lead teams and deliver impact, with minimal supervision in a fast-paced and challenging environment
- High level of professional and ethical conduct
- Proven ability to think and plan strategically and imaginatively for effective communication
- Must be dynamic, creative, and passionate about delivering positive change in the world.

Desirable

- Knowledge in graphic design, photography and videography experience
- Familiarity and competence in use of social media for development
- Knowledge of statistics packages such as SPSS.

APPLICATION NOTES

- Please send a cover letter, CV and equal opportunities monitoring form to Samantha Ross at samantha@lcd.org.uk with the subject line "Knowledge and Impact Manager Application"
 - Your cover letter should detail how you meet the required criteria
 - It should also include your available start date
 - The Equal Opportunities form is available at: <http://www.lcdinternational.org/jobs-volunteering>
 - The closing date for applications is **5pm on the 15th of January 2018**
 - Only shortlisted candidates will be contacted
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