

## LINK COMMUNITY DEVELOPMENT INTERNATIONAL



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| <b>Job Title</b>      | Knowledge and Impact Officer                           |
| <b>Salary Scale</b>   | £24,966 - £27,525                                      |
| <b>Hours</b>          | Full time  |
| <b>Accountable to</b> | Knowledge and Impact Manager                           |
| <b>Location</b>       | Kampala, Uganda; with travel within sub-Saharan Africa |
| <b>Tenure</b>         | 12 months with view to permanent position              |

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### ABOUT LINK COMMUNITY DEVELOPMENT

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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.

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### JOB PURPOSE

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The Knowledge and Impact Officer (KIO) will support the Knowledge and Impact Manager to deliver technical capacity and quality of M&E across the Link Community Development family. This post-holder will deliver 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 KIO will support south-south and south-north learning across our work, providing information for global data management and support to MEL across our five countries of operation. The KIO will support implementation of Link's MEL framework which will include the tools, capacity and systems to collate evidence and validate progress.

They will support MEL training sessions for all Link staff and contribute to impact studies, policy briefs and conference papers on Link's core work - community mobilisation, accountability, learning outcomes, school leadership and governance.

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## **INDICATIVE AREAS OF KEY RESPONSIBILITIES**

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*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**

- Support to development of Link's MEL framework to ensure evidence based programme planning and robust monitoring, evaluation and learning across the Link organisation.
- Support development of quantitative and qualitative tools to gather accurate data to measure change against Link's MEL framework.
- Support the capacity development of Link's national and international staff in excellent MEL practices, including analysing and using data, building their ability to draw conclusions and appreciate the learning coming out of the data.
- Implement systems to collect, store and analyse reliable data across the Link family.
- Support the analysis of data, including quantitative and qualitative analysis, and produce key findings in accessible ways for a variety of audiences.

### **Link's programme development and quality assurance**

- Provide advice and support on programme design and proposal writing in relation to M&E, advising on baseline, outcomes framework, monitoring and evaluation methodology and budget allocations.
- Work with Programme Leads and Managers to support donor reporting and compliance with funder requirements.
- Support production of robust and timely data to inform review of programmes and organisational decision-making, including to the SMT.

### **Dissemination and internal and external representation**

- Support authorship of a variety of outputs across our work to support engagement with external partners (donors, peer organisations/partners, policy makers, academics and stakeholders) in relation to general monitoring and evaluation 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.
  - Support 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
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## PERSON SPECIFICATION

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### EXPERIENCE AND QUALIFICATIONS

#### *Essential*

- Demonstrable experience in programme monitoring, evaluation and learning.
- Must be conversant with qualitative and quantitative data collection methods and analysis.
- Training design, mentoring and capacity building experience.
- Proven ability to deliver impact through working as part of a multi-cultural team and with vulnerable communities.
- Experience in writing, editing and preparing communications materials, including layout and design.
- Experience of working in sub-Saharan Africa.

#### *Desirable*

- A postgraduate degree in a relevant field (International Development, education, research skills).
  - Understanding of the international education sector.
  - At least 2 years' relevant experience in a development environment.
  - Experience in implementing ICT for development activities.
  - Knowledge of statistics packages such as SPSS.
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### SKILLS AND ATTRIBUTES

#### *Essential*

- Ability to communicate complex technical, or politically sensitive information to a wide audience in simple and engaging terms.
- Highly articulate with demonstrable abilities in writing and publication.
- Advanced skills in PowerPoint, Excel and Microsoft Word.
- Excellent written and spoken English.
- Skills in research design and management
- Proven ability to deliver results with minimal supervision in a fast-paced and challenging environment.
- High level of professional and ethical conduct.
- A strong team player, able to support others to achieve.
- Willingness to learn /cope in a changing environment.
- Must be dynamic, creative, and passionate about delivering positive change in the world.

#### *Desirable*

- Familiarity and competence in use of social media for development.
  - Knowledge in graphic design, photography, photo editing and videography.
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## APPLICATION NOTES

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- Please send your application form and equal opportunities monitoring form to Samantha Ross at [samantha@lcd.org.uk](mailto:samantha@lcd.org.uk) with the subject line "Knowledge and Impact Officer Application"
    - The Application form and equal opportunities forms are available here: <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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