



Monitoring, Evaluation and Learning Adviser

Job Description

Salary: £ 33,958 - 40,325 per annum (dependant on experience)
Location: THET London Office
Hours: 37.5 hours/week

1 Context

One billion people in the world do not have access to a qualified health worker. THET has a vision of a world where everyone has access to healthcare. We achieve this by training and educating health workers in Africa and Asia, working in partnership with organisations and volunteers from across the UK. Founded in 1988 by Professor Sir Eldryd Parry, we are the only UK charity with this focus.

Over the past eight years we have partnered with over 130 NHS Trusts, Royal Colleges and academic institutions. We work closely with the British government, and are an organisation in Official Relations with the World Health Organisation. For further information, please visit www.thet.org

Monitoring, Evaluation and Learning are key to ensure we capture and assess evidence of the effectiveness of our approach and build on evidence of what works.

2 Main Purpose

The Monitoring, Evaluation and Learning Adviser makes a key contribution to the quality of our country programmes, grants management and external engagement work - providing MEL advice and support across the organisation and to the health partnerships we support. The post-holder will contribute to the design of new programmes as well as technical advice and input to the monitoring, evaluation and learning of existing programmes. The Monitoring, Evaluation and Learning Adviser will develop tools and guidance and provide capacity development support to ensure we and our partners are effectively assessing the effectiveness of our work. This post will ensure we make full use of evidence and lessons from our programmes and facilitate the sharing of learning across the health partnership community.

The Adviser will also play a crucial role in ensuring that our external communications and policy work (at all levels) are informed by and accurately represent our evidence base.

3 Accountability and Working Relationships

The Monitoring, Evaluation and Learning Adviser reports to the Head of Programmes and works closely with the Senior Management Team, Country Programmes, the Grants Management and External Engagement teams.

4 Main Responsibilities

Support new programme development

- Provide MEL input into funding proposals for new programme activity, including leading on the development of Theory of Change and MEL frameworks

Contribute to the design and management of grant programmes.

- Assist in the development of THET managed grant calls, contribute to the development of assessment criteria, review grant applications and review grant holders' reports
- Conduct monitoring visits to recipients of grants or programmes (in the UK and overseas) where appropriate and commission evaluations and studies to increase understanding of good practice.

Strengthen MEL capacity and effectiveness across THET and the Health Partnership community

- Provide ongoing support and advice to the Country Programmes and Grant Management teams in MEL theory and practice and the delivery of MEL activity.
- Provide MEL support to the policy manager to generate evidence-based policy influencing at the UK, country programme and at the global level
- Provide MEL advice and support to health partnerships.

Develop systems and tools to support MEL

- Develop relevant MEL tools and systems to guide and support good practice (within THET teams and for health partnerships)
- Develop and maintain data storage systems which are easily accessible and understandable for the wider THET team.

Generate and support the sharing of learning on the effectiveness of health partnerships

- Review reports, evaluations and other literature, to collate evidence of impact and to synthesise lessons learned for donor reports and for external publications. Where required and feasible, undertake studies to complement this information.
- Identify and implement mechanisms for sharing and disseminating good practice across the health partnership community. Work with the External Engagement team and the wider health partnership community to disseminate findings across a range of media including health journals, bulletins, and Royal Colleges.

Other

- Represent THET at external meetings with donors, NGOs and others, as required.
- Undertake other tasks as may be required, commensurate with experience.

5 Person Specification

Person specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree level education in relevant subject or equivalent experience 	<ul style="list-style-type: none"> Post-graduate degree in a global health or international development subject.
Experience	<ul style="list-style-type: none"> Experience in Monitoring, Evaluation and Learning (3-5 years' experience) Experience of developing Monitoring, Evaluation and Learning systems and tools for projects and programmes Experience leading others to understand and undertake MEL work. Experience of international development and/or global health 	<ul style="list-style-type: none"> Background as a healthcare professional or working within global health. Experience of developing organisational level Monitoring, Evaluation and Learning systems and tools Experience of bidding for MEL work Experience commissioning evaluations / research Experience of matrix management. Experience supporting others to strengthen quality in programme design and delivery
Knowledge	<ul style="list-style-type: none"> Understanding of / interest in global health. Understanding of good practice and recent thinking in Monitoring, Evaluation and Learning Knowledge of the project cycle 	<ul style="list-style-type: none"> Knowledge of Health System Strengthening Knowledge of the UK Health Sector
Skills & Abilities	<ul style="list-style-type: none"> Skills to train, mentor and coach non-specialists to understand and strengthen monitoring and evaluation in their work. Demonstrable analytical skills. Excellent written and verbal communication skills. Good interpersonal skills and the ability to work with senior staff from diverse organisations. Good financial skills. Good Word and Excel skills. Excellent organisational and administrative skills. Commitment to THET's approach, ethos and values. Ability to travel within UK and overseas (up to 8 weeks a year) The ability to respond flexibly in the context of working within a small organisation. The right to work in the UK 	

How to apply

Please **send** your **CV** and a **covering letter** explaining precisely how you satisfy the person specification on or before midnight on Sunday 18th August 2019.

Closing Date: Sunday 18th August 2019

Interviews to be held: TBC

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK