

ROLE PROFILE

JOB TITLE:	MEL Manager	REPORTING TO;	Director of Operations and Development
TEAMS:	MEL	DATE:	July 2024
LOCATION:	Preferably Dublin	CONTRACT TYPE:	Permanent
WEEKLY HOURS:	Full time, 35 hours per week, Monday to Friday	SALARY:	Grade 4 on FLD scales (52k to 66k per annum)

Principal Objective of the Team and Role:

Team Purpose:

The purpose of the MEL (Monitoring, Evaluation and Learning) Team is to manage, strengthen, coordinate, and support the monitoring and evaluation, accountability, and learning strategies of the organisation. This includes supporting programme teams with data collection, monitoring tools and analysis; supporting cross-organisational learning; and coordinating external evaluations. The MEAL Team also supports the Directorate with the development and monitoring of the organisational Strategic Plan.

Role Purpose: The MEL Manager manages the MEL Team. This includes leading on the development and overseeing the roll-out of an organisational MEL system, ensuring accountability to donors and HRDs. The MEL Manager will promote all aspects of MEL to support an organisational culture which prioritizes quality programming. This includes leading FLD's internal learning efforts, developing and overseeing FLD's evaluation plan, and overseeing adequate implementation of monitoring tools.

Responsibilities:

Learning:

- Developing an internal learning plan for the organisation, reflecting FLD's needs.
- Leading FLD's internal learning efforts, including the drafting of internal learning papers, in coordination with relevant programme staff, as well as external researchers.
- Ensuring that data brought together and findings from across programmes and regions form a coherent basis for analysis of impact which promotes learning and strategy development for the whole organisation.
- Developing learning papers and products for external audiences based on FLD's internal learning data.

Monitoring

- Maintaining and updating FLD Organisational Implementation Plan and results framework.
- Overseeing the roll-out and ongoing improvement of M&E tools and mechanisms, including FLD's internal database.
- Supporting the development of project-specific monitoring tools.
- Engaging with various FLD teams to ensure the collection of timely and quality data on all areas of work, and cultivating an organisational culture which prioritises quality programming, including regular training for relevant colleagues.
- Representing FLD at relevant inter-NGO and government-level meetings related to MEL to

enhance best practices related to sharing and learning.

Evaluation

- Developing an evaluation plan for the organisation, reflecting FLD’s needs and donors’ requirements.
- Commissioning and overseeing internal and external evaluations, including specific evaluations requested by donors.

Other

- Supporting strategic decision-making by supporting review of strategic plan implementation, strategic plan adaptations and strategic development.

This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.

Reporting Structure (number of team members supervised in this job):	
Directly: Database Administrator	Indirectly: Nil
Key Relationships (please specify contacts):	
Internal: Director of Operations and Development, Head of Finance, Head of Protection, Institutional Grants Managers, Researcher.	External: Donors, partner NGOs.

Remuneration
FLD Scale 4 (€52,015 to €66,229)
Placement on the range will be commensurate with experience and qualifications
Benefits include:
26 days of annual leave per year, pension scheme, contribution to private health insurance, life insurance, income protection scheme, employee assistance programme, employee well-being initiative

Person Specification (the minimum qualifications needed to perform the essential functions of the job such as qualifications, skills and experience of doing the key elements of the role).
Knowledge and Skills:
<u>Essential:</u>
<ul style="list-style-type: none">• A third level qualification, ideally in the area of human rights, law, politics, international relations or other relevant discipline.

- Familiarity with global human rights issues.
- Excellent organizational skills, with attention to detail and ability to prioritize and deliver on multiple assignments.
- Excellent written and verbal communication and presentation skills in English.
- Excellent writing skills in English, including experience in developing donors reports and/or research papers.
- Strong data visualization and report writing skills, and ability to translate technical information for non-technical audiences.
- Strong interpersonal skills and ability to build good working relationships of trust across the organisation, and also externally with donors, human rights defenders and key stakeholders.

Desirable:

- Working knowledge of one of Front Line Defenders other working languages (Arabic, French, Russian and Spanish).

Experience:

Essential:

- At least 7 years of MEL experience, preferably in the human rights or related sector.
- Excellent experience in analysis of research findings, reporting and presenting.
- Management experience in a relevant field that includes financial management, people management, staff well-being, strategic planning and evaluation.
- Experience engaging with donors.
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.

Desirable:

- Experience in presenting to internal and external audiences.

Other requirements:

- Requirement to travel internationally occasionally
- Availability for some weekends/evening work when necessary (such as attending events).

Front Line Defenders Values:
<p>1. Working with HRDs:</p> <ul style="list-style-type: none"> • Commitment to our Work • Responsiveness to HRDs • Decision Making & Problem Solving • Exercising Good Judgement • Listening • Results Focussed • Perseverance
<p>2. Developing Myself:</p> <ul style="list-style-type: none"> • Self-Awareness • Adapting to Change • Proactive Learning • Managing My Well-being
<p>3. Working With Colleagues:</p> <ul style="list-style-type: none"> • Respect for the Individual • Building Trust • Collaborative Working • Communication With Each Other
<p>4. Leadership:</p> <ul style="list-style-type: none"> • Strategic Thinking • Engaging With People • Stewardship of Resources
Selection and Appointment:
<ul style="list-style-type: none"> • To apply, candidates need to submit a copy of their application - CV and cover letter - via the 'Apply now' button; • Cover letters should be addressed to Laurent Aldenhoff, Director of Operations and Development; • Only shortlisted candidates will be invited to attend for interview; • It is anticipated interviews will be held the last week of August 2024; • The appointment is expected to be effective from October 2024; • Closing date; midnight (local Irish time) on 10th August 2024 as per FLD vacancies page: https://www.frontlinedefenders.org/en/recruitment-volunteering

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