

LINK EDUCATION INTERNATIONAL



Job Title	Knowledge and Impact Manager
Salary Scale	£33,109 - £40,244
Hours	Full time, flexible hours
Accountable to	International Programme Director
Location	UK-based, may require travel to partner countries
Tenure	Permanent

ABOUT LINK COMMUNITY DEVELOPMENT

Link Education International (Link) is a family of not for profit organisations working together to transform education for children and communities across impoverished rural areas of Ethiopia, Malawi, 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, based in Edinburgh, Scotland supports all project, M&E, fundraising, finance and governance activities in our four sub-Saharan partner countries.

JOB PURPOSE

The Knowledge and Impact Manager (KIM) will increase the technical capacity and quality of Monitoring & Evaluation across the Link Education family in our UK support office based in Edinburgh, and our partner offices in Ethiopia, Malawi and Uganda.

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

The KIM will facilitate and support learning across all areas of our work. The KIM will provide technical support and capacity development to all Link staff. They will also provide central capacity and quality assurance for global data management and oversee MEL across our countries of operation. The KIM will be an evaluation manager (design and maintain Link's systems and standards), a researcher (to support implementation, analyse and communicate), and a trainer/mentor (to build and share capacity). The KIM will lead on knowledge management and research and will continue to develop Link's MEL framework to update tools, strengthen skills, and improve systems to collate evidence and validate progress.

They will convene international MEL training sessions, ensure consistent use of core indicators, disseminate learning across academic, media and digital channels, develop impact studies (where appropriate), and contribute to conference papers on relevant areas of Link's work.

INDICATIVE AREAS OF KEY RESPONSIBILITIES

Monitoring, evaluation and learning across the Link organisation

- Oversee the development and improvement of the MEL system to ensure evidence-based programme planning and robust monitoring, evaluation and learning across Link.
- Line manage a Knowledge and Impact Officer (KIO, possibly based overseas) and quality assure their work on the MEL system, and other project MEL work as required.
- Identify and/or develop a suite of tools to gather accurate data to measure change against Link's MEL framework, including establishing valid sample sizes, quantitative and qualitative methods and development of innovative tools and methodologies for capturing and analysing evaluation data, including real-time evaluations.
- Build the capacity of the KIO and other Link MEL staff in relevant M&E practices, including supporting staff to analyse and interpret data, to draw conclusions, to appreciate the learning coming out of the data, and share findings across Link.
- Develop project MEL systems as required 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. Additionally, ensure that all evaluation reports produced are high quality, accessible, and meaningful to key audiences with clearly actionable recommendations as appropriate.

Link's programme development and quality assurance

- Provide advice and support on project design and proposal writing particularly in relation to monitoring and evaluation frameworks and budget allocations.
- Ensure all Link staff understand and effectively use MEL requirements of Link's donors, to provide high quality evidence to support donor and organisational reporting, and compliance.
- Provide robust and timely data to inform review of programmes and organisational decision-making, including to the SMT and Link's Programme Committee.
- Support continual learning, team reflection, and adaptive management to develop and deliver Link's Theory of Change.

Dissemination and internal and external representation

- Refine the systems we use to manage, process, analyse, and use knowledge.
 - Ensure the evidence generated by our work is captured and communicated through key messages in ways which reach Link's main audiences and affect change.
 - Ensure quality assurance of Link's evidence of impact across all external communication activities.
 - Input into development of Link's organisational 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 leader in international education.
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- Organise Link Education learning events for all teams to facilitate sharing of annual MEL findings, discuss programmatic developments, and opportunities for dissemination. This will form the basis of continued organisational learning and contributions to global best practice.
 - Maintain and develop new research partnerships between Link and trusted evaluation experts.
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PERSON SPECIFICATION

EXPERIENCE AND QUALIFICATIONS

Essential

- Experience in programme MEL, management, design, and donor reporting
- Excellent understanding of impact evaluation (including experimental and quasi-experimental approaches), longitudinal research, qualitative and quantitative data collection methods and analysis that include inclusive beneficiary and child-led feedback mechanisms
- Experience of working with MEL systems that align with robust safeguarding and ethical standards
- Awareness of power dynamics e.g. race, gender, children, and how this affects delivery of MEL
- Ability to communicate complex technical information to a variety of audiences in appropriate and engaging terms
- Ability to deliver impact through mentoring a multi-cultural team and through working with a variety of audiences
- Experience of implementing ICT for development activities including for data collection and data management
- Excellent level of understanding of the international education sector
- Training design and delivery, and facilitation experience
- Over 5 years' relevant experience in a development environment
- Experience of working in sub-Saharan Africa, in no/low-tech environments

Desirable

- Experience of working on MEL in the education sector
- Experience working with key donors such as the Foreign Commonwealth and Development Office (FCDO)
- Experience of monitoring and evaluating complex gender and social inclusion projects
- A postgraduate degree in a relevant field (International Development, education, research skills)
- Experience in writing, editing and preparing communication materials

SKILLS AND ATTRIBUTES

Essential

- Commitment to upholding the highest standards in child and adult safeguarding
 - High level of organisation and attention to detail
 - Must have advanced skills in Microsoft PowerPoint, Excel, and Word
 - Familiarity with digital data management best-practice and data collection software (e.g. KoBoToolbox or SurveyCTO).
 - Exceptional written and spoken English
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- Proven ability to lead and deliver impact, with minimal supervision in a fast-paced and challenging environment
 - High level of professional and ethical conduct
 - Ability to communicate complex information in a straightforward way to a variety of audiences
 - Must be dynamic, creative, and passionate about delivering positive change in the world

Desirable

- Knowledge of statistics packages such as SPSS
 - Knowledge of data visualisation software such as Microsoft PowerBI or Tableau
 - Familiarity and competence in use of social media for development
 - Knowledge of local working languages in countries Link operates
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APPLICATION NOTES

- Please send a completed application form and equal opportunities monitoring form to info@linkeducation.org.uk with the subject line “**KIM, Link Education International**”
 - The Equal Opportunities form is available at: <https://linkeducation.org.uk/work-with-us/>
 - The closing date for applications is **5pm on the 2nd April 2021**
 - **Interviews will be held virtually week commencing 12th April**
 - Only shortlisted candidates will be contacted
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