Job Description

Organisation: inFocus Consulting Ltd

Job Title: Senior Learning & Evaluation Consultant

Reports to: Operations Manager

Location: Preferably based in the UK or Spain, but open to being based in other EU countries (working from home)

inFocus Consulting is a social impact consultancy firm, working globally in the international development arena. We support clients to improve both individual and organizational performance, by effectively planning for, measuring, evaluating and sustainably growing the impact of their work.

We specialize in strategy development, monitoring and evaluation and knowledge sharing and dissemination. Our international specialist team are committed to supporting a global portfolio of clients to increase the positive impact of their activities upon the lives of people and communities around the world, whether they are non-profits, governmental or for-profit entities.

Our mission is to ensure that individuals, organisations and communities are effectively empowered by sustainable and transformational solutions to resolve long-term and complex social issues. We support organisations in understanding the impact they hope to achieve and subsequently develop the right skills, capacities and tools to move forwards. We ensure that solutions are 'generated by' and 'actively participated in' by all vested stakeholders and then implemented in the most efficient and effective ways, making full use of the latest advances and understanding in both social and information technologies, along with their practical 'in the field' application.

To do this, we have a pool of highly skilled **Staff & Associates** based around the world, who are trained in our integrated service approach and are subject matter experts in sport for sustainable development and peace, children's rights, child protection and women and girl's rights, equality and empowerment. We apply a combination of training, consultancy and coaching solutions, designed to suit the varied contexts and challenges faced by our clients.

Role

Position Description: inFocus Consulting is seeking to recruit a Senior Evaluation and Learning Consultant to deliver inFocus consultancy services and products with the inFocus team. The role would provide the opportunity to work with and build the capacities of interesting and inspiring NGO's in the UK and around the world.

Responsibilities include, but are not limited to, the following:

- **Managing or supporting monitoring, evaluation and learning assignments**: The Senior Evaluation & Learning Consultant will project manage or support various external evaluations of client social programmes, and/or research assignments, with an emphasis on sport, culture & recreation, child protection and gender equity/equality and empowerment, education and health sectors. However, inFocus works across a diverse range of subject matters within the humanitarian and development sectors, internationally and in the UK. Project management will include managing the project team (which could be made up of internal staff and external associates), communicating with the client, designing the approach, undertaking technical evaluation delivery, writing reports/ delivering presentations, delivering interactive learning and analysis workshops, and ensuring that the project is delivered on time and within budget. Project support will include undertaking

qualitative research, such as case studies, and quantitative research, such as designing and implementing surveys. It will also include some team and client liaison.

- **Delivering Monitoring and Evaluation (M&E) services** to NGOs and social enterprises in the UK and globally. M&E services will include running theory of change workshops (both in-person and remotely), undertaking monitoring and evaluation needs assessments, developing M&E frameworks and running training (both in-person and remotely). InFocus has a central bank of materials, eLearning resources and toolkits which will be drawn upon by the Senior Evaluation & Learning consultant. In particular, all M&E training courses that the Senior Evaluation & Learning Consultant will help to deliver are already designed by inFocus.

- **Improving existing inFocus products and services and developing new inFocus products and services** to apply to the wider global network of charities and social enterprises accessing inFocus. This may include, for example, improving our eLearning training, an in-person training course, designing a new webinar, trialing a new evaluation method or developing a new process.

- **Networking** with other professionals in the international development sector (particularly sports, culture and recreation, child protection and gender equality) to make connections, recruit new associates and discuss new opportunities. For inFocus associate consultants, support with their training in relation to inFocus service delivery. Keeping up to date with the latest trends in M&E.

- **Helping to source new work opportunities**: Every week, the Senior Evaluation & Learning Consultant will play an active role in searching for new bidding opportunities within a target region, by checking a list of websites and following up a number of existing leads. In the weekly sales and marketing call, these opportunities will be discussed as a team to reach a decision on which opportunities to pursue. The Senior Evaluation & Learning Consultant will then work with the inFocus team to help to put a project team together, develop the proposal and budget, in line with inFocus internal approach, policies and processes.

- To undertake other duties, as required, by Line Manager.

The role will be based in the UK, Spain or other EU country but may involve international travel.

This job description is current at the date of issue. As and when the work of inFocus develops or changes so the areas of responsibility may be subject to change, and the job description reviewed. Such changes would in the first instance be made in consultation with the post holder.

Personal Specification

Essential Requirements:

- Minimum five years' experience working in the international development or the NGO/ charity/voluntary sector/ international development organisations
- Minimum of 3 years direct previous experience in playing a lead project role in the monitoring and/or evaluation of social sector programmes, either as a consultant, or member of staff
- Previous consultancy experience, preferably within the NGO/ voluntary/ charitable/ international development organisations/ or public sector
- Knowledge and understanding in one or more of our special fields of interest: sport for sustainable development and peace, children's rights and child protection and/or women and girl's rights, equality and empowerment.
- Excellent qualitative and quantitative data collection/analysis skills
- Experience in providing capacity building support to NGOs of different sizes
- Experience in assessing M&E capability and in designing M&E systems
- Strong writing and editing skills – using plain English to write and edit reports and other documents

- Experience of project planning, management and working to targets, and managing teams
- A self-motivator, with the ability to assume responsibility and work under own initiative, coping with a demanding workload and prioritising effectively
- Flexibility to adapt to new situations that arise when working in a small, dynamic consultancy
- Strong computer literacy skills particularly in Microsoft Excel, PowerPoint, and Word.

Desirable requirements:

- Master's/PHD degree in fields related to organisational learning, economic inclusion, applied economy, social research or M&E
- Basic and advanced quantitative analysis of social survey and administrative data
- Experience of using databases/websites/software for the purpose of analysis and reporting of monitoring and evaluation data within an organisation (CRMs, SPSS, Stata, R, Tableau, Power Bi)
- Experience of using digital tools to facilitate online workshops or trainings (for example, Mentimeter, Kahoot, Mural, Miro)
- Experience of business development, marketing and/ or fundraising, including the development of proposals in response to client terms of reference
- Partner management and customer/ account management experience
- Experience of working with local partner organisations in the global south and overseas/field experience
- French, Portuguese, Spanish or Arabic language skills

Working hours

The position would be full-time (40 hours per week) with flexible working conditions between the normal working hours of 08:00-18:00, Monday- Friday local time. There may be need upon occasion to schedule international time zone calls, which fall out-with of these normal hours.

Salary, Pension & Benefits

The salary for the role is **£34-36,000 per year if UK based** or **€36-38,000 per year if Spain based** (according to experience). Equivalent remuneration offer made if based in another country. We also offer a UK company pension scheme (if UK based) and provide an ongoing programme of professional development to all staff members.

inFocus offer 25 days' annual leave per annum (in addition to public holidays), in line with the financial year June to July.

Application Timelines & Interviews

Application & Interview Process	Dates
Application for role	Deadline is Friday 15th July @ 17:00 BST
1st round Interviews (remote)	Week of July 18th

How to apply

Please send your CV/ Resume and a Cover Letter addressing the Personal Specification profile and the value you can bring to inFocus Consulting Ltd to: office@impactinfocus.com by Friday 15th July @ 17:00 BST