



backing local change.

## POSITION DESCRIPTION

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# Monitoring, Evaluation and Learning Officer

### DEPARTMENT

Impact

### LOCATION

Melbourne

### POSITION TYPE

Full time

### REPORTS TO

Head of Global Programs

The MEL Officer is responsible for collecting, analysing and managing ygap's social impact. Based at ygap's HQ, this person will lead ygap's MEL strategy and support the organisation's programmatic teams to manage all things impact related, including impact collection, program evaluation and reporting.

The MEL Officer will act as a driver for developing new ways to evaluate the effectiveness of ygap's programs, as well as monitoring and evaluating existing processes.

With impact being at the core of ygap's operations, the MEL Officer will interact across all departments in some capacity and will have the chance to contribute to a variety of tasks and responsibilities.

## ABOUT YGAP

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ygap is an international development not-for-profit with an innovative approach to alleviating poverty.

We back innovative impact ventures led by local people in the some of the world's toughest communities.

This is the most effective and sustainable way to tackle poverty; local impact entrepreneurs deeply understand the unique challenges of their communities and are best placed to develop impactful solutions.

ygap provides the opportunity, training, funding and the ongoing support to grow social impact ventures and lift communities out of poverty.

We work across Africa, SE Asia, the Pacific and Australia. To date, the ventures we support have benefitted over 600,000.

## OUR RECRUITMENT GUIDING PRINCIPLES

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We have three guiding principles by which we approach our hiring process:

1. We embrace working remotely and flexibly: it is about the quality of work and how best to achieve this
2. We encourage applicants from all cultures, ethnicities and backgrounds.
3. We have a strong focus on diversity, inclusion, gender equity and gender equality across all our operations.

## OUR VALUES

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### Humility

It's not about us, it's about the people we serve.

### Empathy

We genuinely care about the work we do

### Integrity

We work like everyone is watching

### Effectiveness

We make decisions and then get things done

### Innovative

We challenge assumptions, test new ideas and take smart risks

## APPLICATION PROCESS

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- Please submit a CV and cover letter to [sarah.daugherty@ygap.org](mailto:sarah.daugherty@ygap.org) by 13th September 2019.
- Include MEL Officer - Application in the subject line of the email.

## QUALIFICATIONS & REQUIREMENTS

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- Degree in international development, economics, public administration, business, gender studies or a related field required
- At least three years of experience in monitoring and evaluation, social science research or other relevant field
- Experience working in an international development context, with particular desirability around economic development projects
- Experience overseeing or creating a MEL framework for development projects, including data collection and evaluation
- Knowledge of social entrepreneurship and contemporary development practices

## SKILLS & ATTRIBUTES

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- Willing to work independently and create new content that may be outside existing practices within the organisation
- Ability to problem solve and work through tough or unclear tasks
- Ability to manage a multitude of tasks at the same time, recognizing that you will be required to wear many hats
- Exceptional ability to work with and manage large amounts of data
- Past knowledge or experience working with Salesforce/Socialsuite
- High level of aptitude with Excel (and Google Suite)
- Strong analytical and data visualization skills with the capacity to communicate to a range of audiences
- High written communication skills in both anecdotal and professional contexts
- High emotional intelligence and the ability to work collaboratively with humility across multiple cultural contexts
- Ability to work with a diverse team,
- Willingness to occasionally work outside of regular work hours
- Confidence in being an outward facing ambassador for ygap's work when meeting with potential partners and collaborators

## ROLES & RESPONSIBILITIES

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### Impact Collection

- Conduct and oversee impact collection efforts of all participating impact ventures, including data collection for 2-years post program participation
- Conduct and oversee impact collection efforts of programs, including baseline studies and post-program reports are completed
- Ensure all impact data is managed and stored in an effective and responsible manner
- Review, iterate and develop ygap's impact collecting tools to improve how ygap collects, reports and communicates its social impact

### Program Evaluation

- Evaluate the outcomes of ygap programs to ensure programs are effective and identify opportunities for improvement
- Using collected impact data and secondary research to provide insights to program teams on the success and challenges of their programs
- Evaluate the impact outcomes of ygap supported impact ventures to ensure activities are effective and identify opportunities for improvement
- Evaluate the impact outcomes of ygap investments to ensure that funding distributions have achieved milestones

### Program Support

- Support the impact analysis and review of proposed ygap investments to identify strong impact returns
- Support the development of workshops, toolkits, and online resources for impact ventures to use to improve their impact outcomes
- Support the impact collection and reporting of all non-program related activities
- Support the collection of impact-related data for all programmatic and investment relevant research

### Program Reporting

- Support in the development of programmatic reports, including post-program analysis
- Contribute to relevant sections of funding proposals to articulate outputs, outcomes, and impact;
- Contribute to relevant sections of funding acquittals to articulate outputs, outcomes, and impact

### Content Development

- Contribute to the development of all monthly, quarterly and annual reporting requirements.
- Using collected impact data and other available information, develop case studies on participating venture
- Amend case studies as up-to-date impact data is collected

### Administration

- Manage the use of all impact-related programmatic tools and resources (Socialsuite, Jotform, etc)
- Ensure all impact-related programmatic tools are being used by programmatic teams in the intended manner.

### External Relations

- Publish reports related to ygap's impact & MEL learnings
- Represent ygap at MEL-related events, as required
- Keep abreast of developments in the field to ensure ygap employs the best evaluation and organizational learning strategies