

Monitoring, Evaluation and Learning Coordinator

Duty Statement

The Monitoring, Evaluation and Learning (MEL) Coordinator supports monitoring, evaluation, reporting and learning across a range of drowning prevention, water safety, research, policy and community initiatives, with a key focus on the new national Multicultural Community Water Safety Program. This role leads practical MEL processes that help ensure programs remain accountable, adaptive and grounded in evidence-informed practice.

You will work across program, partnership, grants, communications and research functions to ensure initiatives have clear indicators, usable tools, consistent reporting and meaningful learning outputs.

The role suits someone who is organised, analytical and experienced at turning quantitative and qualitative data, partner experience and community insights into practical findings that support decision-making, program improvement and future investment.

Role overview

The primary function of this role is to lead the design and implementation of the MEL Framework of the new national Multicultural Community Water Safety Program.

This role will work closely with program managers on the day-to-day implementation of program monitoring and evaluation, to capture key insights through a range of methods to inform and strengthen program delivery, accountability, policy development and program sustainability. The role is embedded within the Research and Policy team, however, will provide evaluation and reporting expertise across RLS portfolios and projects when required.

Key responsibilities

1. Design and implement MEL frameworks to evaluate program outcomes, primarily focused on the new national Multicultural Community Water Safety Program.
2. Develop practical reporting templates, feedback and reporting tools for a range of internal and external stakeholders.
3. Support program managers to align reporting requirements, milestones and evaluation approaches with funding agreements, organisational priorities and intended outcomes.
4. Provide training and support to staff and program partners on data collection, reporting, consent, privacy and evidence-informed learning practice.
5. Analyse quantitative and qualitative data to identify progress, risks, gaps, lessons and emerging opportunities.
6. Prepare external-facing outcome reports and publications, policy briefs and communications materials, translating evidence into clear lessons, results and insights.
7. Work with communications staff to translate findings and community stories that support public-facing engagement, advocacy and policy development.
8. Facilitate learning processes with internal teams, partners, advisory groups and other stakeholders, including review points, learning forums and cross-program sharing activities.

Essential selection criteria

1. Experience designing and implementing monitoring and evaluation processes for community-based, public health, social impact or grant-funded programs.
2. Experience developing practical MEL tools and processes such as indicators, reporting templates, feedback tools, dashboards, case studies and learning products.
3. Strong quantitative and qualitative analysis skills, including the ability to turn a range of data, including partner reporting and lived experiences, into clear insights for decision-makers and funders.
4. Ability to support and build capability among partners and staff with varied experience in data collection, reporting and evaluation.
5. Strong written communication skills, including the ability to prepare clear reports, summaries, briefings and program learning materials.
6. Strong organisation and project management skills, with the ability to manage multiple deadlines and workstreams at the same time.
7. Sound judgement in identifying data, delivery and accountability risks and working with others to improve quality and consistency.
8. Demonstrated commitment to access, equity and cultural safety, with the ability to work respectfully and effectively with culturally and linguistically diverse communities and organisations.

Desirable selection criteria

- Experience in multicultural affairs, public health, community development, water safety, sport, recreation, settlement services or a related field.
- Familiarity with monitoring and evaluation frameworks and indicators related to participation, skills, social cohesion, and equity.
- Experience working with grant-funded partnerships, local government, community organisations or multi-site delivery models.
- Understanding of data governance, privacy, consent and ethics when working with vulnerable populations and small organisations.
- Lived experience of migration or strong connection to multicultural communities and community networks.

Responsible To

National Manager – Research and Policy

Subordinate Staff directly or indirectly supervised - Nil

Works directly with

- Multicultural Water Safety Program Manager, Program Team members and partners.
- Research and policy team members and other portfolio staff.

Works indirectly with

- CEO
- National Advisory Group

Limits of Authority

- Limited to scope of duties as listed above and other duties as required.

Qualifications Required

- Qualifications in public health, evaluation, research, social policy, community development, management or related disciplines highly regarded.

Certificates Required

- Current Working with Children Check (or equivalent).

Right to work

- Must hold legal right to work in Australia, which may include Australian citizenship, Australian residence and/or applicable work visa.

Benefits

- Be part of a mission-driven organisation making a real difference in drowning prevention and community wellbeing.
- High impact role contributing to water safety and social cohesion outcomes.
- Work across a wide and diverse network of community partners.
- Collaborative and supportive team environment.
- Purpose driven work with long term community impact.
- Tax and salary packaging benefits.
- An attractive salary and package for the role.
- All work-related travel and associated expenses are covered.
- Sydney location preferred, with flexible working arrangements including working from home and/or adjusted work schedules available for the right candidate.

To Apply

Applications should address the selection criteria above, outlining skills, qualifications and relevant experience and can be emailed to: spidgeon@rlssa.org.au.

Applications will be considered on submission and will close formally on **Friday 12th June**.

Aboriginal and Torres Strait Islanders and people from a culturally and linguistically diverse backgrounds are encouraged to apply.

About Royal Life Saving Australia

Royal Life Saving Australia is a public benevolent institution (PBI) focused on bringing people together to eliminate drowning and empower communities to be safe around water. Our work is guided by the Australian Water Safety Strategy, which we develop and promote alongside a range of sector and Government Partners. We are equally passionate about promoting the many health, social, and economic benefits of participation in aquatics.

For more information: <https://www.royallifesaving.com.au/about>