

JOB DESCRIPTION

ROLE DETAILS

Job Title:	MEAL Adviser
Reports to:	Senior MEAL Adviser
Line management responsibility:	N/A
Budget responsibility:	N/A
Salary band:	P1 (Professional)

Our salary bands are benchmarked externally. New staff usually join at the bottom of the salary band to allow for progression and consistency with existing staff.

Location: London, Cardiff, Edinburgh, Manchester or remote within the UK.

We operate a remote first working environment whereby staff are able to choose to work from home or their office of reference. Staff are expected to attend in person meetings on a monthly basis (at most) to support collaboration and connection with team members.

Hours: Full time (35 hours per week)

We aim to support flexible working as much as possible and requests for non-standard or part time hours will be considered.

ABOUT US

We are Elrha. A global organisation that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

Under our [Strategy](#) we aim to work within the humanitarian community to build a global research and innovation system that is relevant, responsive to need, and able to effect transformative solutions. Our strategy sets out our [values](#) which are demonstrated across our work and how we hold ourselves accountable.

- Putting people at the centre
- Working with others
- Acting responsibly
- Committed to learning
- Inspiring change

Details of our programmes and how we're improving outcomes for people affected by humanitarian crises through research and innovation is available on our [website](#).

TEAM

This role sits within under the Director of Impact and Engagement (DI&E). The wider team also includes programme teams as well as MEAL and Communications.

The post is part of the MEAL team, led by the Senior MEAL Adviser. The MEAL team is responsible for defining and supporting effective approaches and tools to allow Elrha to measure the impact of its work. It has an advisory and support role for Elrha's programmes, as well as regularly engaging with other teams (e.g. Communications, business development) to ensure the MEAL approaches are mainstreamed throughout the organisation.

JOB PURPOSE

This role contributes to the successful fulfilment of a range of Monitoring, Evaluation, Accountability and Learning activities undertaken by the MEAL Team aimed at ensuring the tracking of impact and results at different levels, for the organisation as a whole, its constituent programmes, and funded grants. As part of the MEAL team the role contributes to the development and delivery of the organisational MEAL strategy.

Guided by the Senior MEAL Adviser, the MEAL Adviser plays an essential role in designing and implementing MEAL processes that are fit for purpose for assessing our results and overall impact. This involves working closely with the Programme Teams and assessing the feasibility of current systems and processes (identifying gaps and areas in need of integration and improvement), designing and testing tools for data collection and analysis, and providing ongoing support to teams in the use of such tools and in their refinement based on ongoing learning.

The MEAL Adviser contributes significantly to implementing Elrha's commitment to becoming a learning organisation, by designing, testing and promoting spaces for reflection and learning, and engaging with teams to ensure that learning is systematically captured and used to improve practice.

KEY ACCOUNTABILITIES

- Provide technical support to programme teams in the development of robust programme level results frameworks based on our Theory of Change.
- Proactively seek to resolve queries and issues raised by programme teams and the wider organisation related to MEAL, , escalating to the Senior MEAL Adviser as needed.
- Establish requirements and standards for programme teams to follow, so that data is well-organised, up-to-date and ready to use, providing guidance and support to programme teams if and when required, and periodically carrying out data quality assurance processes.
- Coordinate consultancy procurement including developing TORs for externally commissioned pieces of work, coordinating consultants' selection and recruitment, managing externally commissioned consultancies, reviewing and quality assuring key deliverables, providing direct feedback and coordinate the feedback process with Elrha colleagues and external reviewers as appropriate.

- Coordinate internal data collection activities with other teams to feed into evaluative pieces and case studies, periodically carrying out data quality assurance activities to ensure data accuracy .
- Contribute to defining systems and processes to ensure the organisation learns from all completed projects for decision-making and improvement of programme design.
- Liaise with the Communications team to ensure that outputs from externally commissioned consultancies, as well as internally-produced outputs, are effectively packaged and shared.
- Support business development through the production of MEAL related content for funding proposals and by reviewing and providing feedback on the overall proposal logic and content.
- Perform administrative tasks to support the smooth functioning of the MEAL team.

Responsibilities of all Elrha employees

- Promote and adhere to our organisational values at all times, demonstrating behaviour which supports the achievement of our strategy.
- Contribute to cross-organisational projects to support overall collaboration, efficiency and effectiveness.
- Work within Elrha’s guidelines for flexible and remote working practices, including attending in person meetings in Cardiff and/or London on occasion and as required.
- Undertake any other duties as assigned in support of Elrha’s purpose and objectives.

PERSON SPECIFICATION

Essential

Qualifications and experience

- Relevant experience in supporting and developing Monitoring, Evaluation, Accountability, Learning processes at organisational, programme and/or project level.
- Demonstrable experience and/or interest in key issues and current debates in humanitarian practice.

Skills, abilities and attributes

- Outstanding analytical skills (both qualitative and quantitative), with proven ability to manage and synthesise high amounts of information and data.
- Confidence and ability to manage complex relationships internally and externally.
- A high degree of computer literacy, including experience in the use of word-processing and email software; the ability to use spreadsheets to format and present information accurately and effectively; and familiarity with analysing data and presenting it in visual format.
- Ability to problem solve independently, and to apply initiative and sound judgement on whether/when issues need to be escalated to management or the wider team.

- Excellent attention to detail to identify and correct errors, spot and improve weaknesses and produce a high-standard end result.
- Ability to plan workload and demonstrate accountability for outputs with minimal direct supervision.
- Excellent and effective communication skills in written and spoken English; ability to communicate complex and sensitive issues to a wide audience, often without a MEAL background.
- Resourceful, proactive, flexible and with the ability to adapt to fast-changing environments.
- Strong organisational skills including the ability to plan, prioritise and ensure implementation of work to required standards and tight deadlines, often under pressure and liaising with different stakeholders simultaneously.
- Ability to work ethically and inclusively, respecting a range of differences in working relationships and adopting culturally and linguistically appropriate ways of working that are accessible to all.

Desirable

- Experience in humanitarian research and/or innovation.
- Experience working and/or living in countries affected by humanitarian crisis.
- Experience using monitoring and evaluation related software and information management systems.
- Knowledge of Microsoft Project, advanced Excel, Power BI, and similar softwares.
- Experience of managing procurement processes and external consultants.
- Experience of working with international donors.
- Expertise in mainstreaming intersectionality and inclusion into MEAL systems and processes.

CHILD PROTECTION LEVEL 1

The responsibilities of the post do not require you to have contact with children or young people.

We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.