

Job Description

JOB TITLE: Monitoring, Evaluation and Learning Manager – funded projects

LOCATION: London (preferred), hybrid working with 50% of time in the office (equivalent to 5 days per fortnight). We will also consider UK wide remote working with regular visits to the London office.

TRAVEL: Occasional travel to project countries

PAY: London Salary: £35,920. National Salary: £33,340 FTE (pro-rata to 17.5 hours a week)

RESPONSIBLE TO: Senior Impact Manager

RESPONSIBLE FOR: No direct reports

CONTRACT: 3-year fixed term contract

WORKING HOURS: Part-time, 0.5 FTE (17.5 hours per week)

About King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are delivered in 20 countries within the Commonwealth and beyond across Africa, Asia, the Caribbean, Europe and the Middle East.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, work and thrive.

We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

Purpose of the role

The Monitoring, Evaluation and Learning (MEL) Manager will play a critical role in helping King's Trust International achieve its ambition and 10-year strategic goal of reaching one million young people. You will lead the MEL process for projects funded by our partner, the Qatar Fund for Development (QFFD), ensuring we scale our impact effectively and maintain high-quality evaluation standards.

Sitting within the Impact team, you will manage the end-to-end MEL process for education projects funded by QFFD and delivered by our partners across Africa, Asia and the Caribbean. This includes delivering our evaluation framework, collaborating with Programme Managers and delivery partners to ensure reliable and robust data collection on stated outputs and outcomes, and providing timely reporting to QFFD.

You will work closely with the Contracts Manager to ensure the punctual delivery of yearly progress and financial reports, as well as proving QFFD with regular updates, insights and learning throughout the project life cycle. You may be required to travel overseas to deliver MEL training and knowledge sharing with partners, conduct evaluations, and support with data verification.

We are looking for an individual with strong MEL expertise, excellent communication skills, the ability to problem-solve and influence stakeholders, and experience in reporting to institutional funders.

The successful candidate will be a resilient and enthusiastic self-starter with excellent planning skills, attention to detail and the ability build strong working relationships with a range of stakeholders.

Key relationships

- Impact team (which this role sits within)
- Fundraising Team
- Our funder, QFFD
- Contracts Manager
- Programmes team, including Heads of Region and Programme Managers
- Programme Quality Function (Digital & Design team, Safeguarding team)
- In-country partners, responsible for programme delivery
- Other colleagues across King's Trust Group organisations as required

Budget

No budget responsibilities.

Key areas of responsibility

Oversee Monitoring & Evaluation System

1. Ensure our monitoring and evaluation (M&E) processes comply with funder requirements. Be responsible for the end-to-end M&E process for funded projects, ensuring a high level of awareness in KTI and delivery partner organisations of M&E requirements, and supporting high-quality implementation of M&E tools, data collection and reporting.
2. Manage the evaluation framework of funded projects, including refining and updating theories of change, logframes and monitoring & evaluation plans, and ensuring alignment across projects.
3. Advise on the development and implementation of quantitative and qualitative data collection tools within monitoring and evaluation frameworks (e.g. surveys, focus group discussion and interview guides).
4. Support project teams to adopt, embed and operationalise indicators and tools from the logframe within their delivery, ensuring the timely collection of reliable and robust data. Where necessary, providing remote and occasional in-country support to regional delivery teams and partners.
5. Monitor progress against targets, proactively highlighting achievements and challenges to the Contracts Manager and collaborating with internal stakeholders and partners to identify solutions.
6. Lead on the commissioning of external evaluations, where relevant to the M&E framework. Support the dissemination of results including synthesising learning and communicating insights in an accessible way across the organisation to increase uptake and use of findings.

Reporting on Funded Activities

7. Analyse, interpret and use qualitative and quantitative data. Working closely with the Contracts Manager, summarise results and assess project performance against project theories of change, objectives, targets and indicators in logframes and M&E plans for funder reporting.
8. Define analysis and reporting requirements, coordinating with project teams and KTI's Data & Reporting team (within the Impact team).
9. Lead on MEL input to funder reports, communicating with the funder where needed and ensuring deadlines are met.

Building Capacity & Contributing to a Learning Culture

10. Support project teams to embed regular learning and reflection, document and report on lessons learned, and use insights to inform the design and adaptation of theories of change.
11. Train and advise project teams on the development of monitoring and evaluation tools, data collection methods and reporting standards. Support the adaptation and

improvement of any data collection tools.

12. Participate in programme Working Groups and work closely with other Evaluation Advisors to highlight insights and co-develop recommendations for programme improvement.

General

- Keep up to date with developments and good practice in monitoring, evaluation and learning, as well as relevant global issues for young people.
- Contribute to shaping and implementing the Impact team's Equality, Diversity and Inclusion (EDI) action plan.
- Monitor and champion data security and GDPR; supporting Programmes Teams and delivery partners to ensure this is maintained.
- Carry out any other duties as may reasonably be required by King's Trust International.

Person Specification

The successful candidate will be a proactive, resilient self-starter with strong planning and organisational skills, and the ability to build effective relationships across diverse stakeholders and cultures. They will bring a solid understanding of monitoring, evaluation and learning processes, with experience in developing and implementing systems that deliver reliable, high-quality data. Attention to detail and the ability to manage end-to-end evaluation processes, including reporting to institutional funders, are essential.

The role requires excellent communication skills, problem-solving ability, and confidence in influencing others to achieve sustainable results. Above all, the candidate will share our passion for The King's Trust International's vision and be committed to delivering positive outcomes for young people worldwide as we scale our impact to reach one million young people over the next decade.

The Essential Criteria below describes the skills, knowledge or qualifications that are necessary to be able to do this role.

Some criteria will be assessed at the shortlisting (**S**) stage and this will be based on the information you have provided in your CV and supporting statement. Do not just say, for example, 'I have good communication skills'. Your statement should provide evidence of how you have gained this experience or used this skill or knowledge. If the skill has been gained in a very different context than the role you're applying for, you may want to add how you think the skill will transfer to this role. Other criteria may be assessed as part of an assessment (**A**) or at interview (**I**). Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	When will it be assessed?
Skills and knowledge	Excellent understanding of monitoring, evaluation and learning in an international development context	This role needs an expert in evaluation who can advise on best practice and champion the use of evaluation and learning throughout the organisation and with partners.	S, I, A
	Strong understanding of qualitative and quantitative data collection methods and their use in programme monitoring and evaluation	You will be able to advise on the best way to monitor and evaluate a programme from your strong knowledge base of different evaluation methodologies and methods.	S, I, A
	Excellent interpersonal, written and verbal communication skills, including the ability to work effectively with a wide range of external and internal stakeholders from different countries and cultures	You will need to build strong and collaborative relationships with our funder and delivery partners across different sectors and countries. Internally, you'll work closely with a range of teams. You will also need to communicate technical concepts clearly to non-technical audiences.	S, I
Experience	Experience of developing and implementing monitoring, evaluation and learning systems and processes	You will be able to lead and advise on implementing MEL systems effectively across projects in different countries and contexts.	S, I, A
	Experience of designing theories of change, logframes, M&E plans and tracking indicators	By designing strong theories of change, logframes and monitoring plans, you ensure projects stay focused, funders see credible evidence of impact, and teams have the	S, I, A

		data they need to learn and adapt.	
	Experience of reporting to institutional funders and/or payment by results contracts	You will need to interpret data, synthesise learning and produce clear, evidence-based reports that meet institutional funder requirements	S, I, A
	Experience of leading and managing commissioned evaluations	You may need to work with external evaluation experts who we commission. It's essential that they have clear Terms of Reference and are supported to effectively gather evidence and produce high-quality insights that help us in our ambition to become an evidence-informed organisation.	S, I
Competencies and behaviours	The ability to pay attention to detail and understand detailed information.	Our funders rely on accurate data and reporting. Attention to detail ensures compliance, credibility, and confidence in our work.	A

Criteria	Desirable	Why is this needed?
Skills and knowledge	Knowledge of youth education programming	This will help you to understand context, design relevant indicators and frameworks, select appropriate methodologies and interpret results meaningfully.
	Knowledge of Managing for Results approach (MfR)	This will enable you to ensure that the MEL approach aligns with funder requirements
	Understanding of GDPR, research ethics, and global data protection	This will allow you to advise internal and external stakeholders on applying data protection principles and good practice.

	Understanding of Diversity, Equality and Inclusion principles and ability to apply within monitoring, evaluation and learning	DEI is important to us at KTI. We require someone who will use put DEI at the forefront of what they do.
Experience	Experience of working in other countries and/or cultures	You will need to build relationships and lead work across countries, so experience working in other countries will help you pick this up quickly.
	Experience of working with partner organisations or in-country MEL experience	You will work effectively with partners to ensure data is reliable, relevant, and robustly collected.
	The ability to influence stakeholders, both external and internal.	You will need to bring different stakeholders 'on side' to new and complex ways of working. You will need to use stakeholder management and influencing skills to adapt processes where necessary to comply with funder expectations.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

Here at The King's Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory, Stonewall Diversity Champion and a Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT NOW (Network of Women), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). Talk to us about flexible working hours.



OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others through reliability and holding yourself accountable for success</p> <p>Resilient in the face of challenges, not taking constructive criticism personally</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improving how we do things</p> <p>You seek opportunities to enhance own development and build expertise</p> <p>You role model a positive and constructive approach to giving & receiving feedback</p> <p>You support others in adapting to change</p>	<p>You're approachable, clear and assertive</p> <p>You cascade important and relevant information to others clearly and swiftly</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to and empathises with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build and invest in relationships across The Trust</p> <p>You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets</p> <p>You take responsibility for making and implementing logical, data-based decisions</p> <p>You're flexible and responsive as priorities and requirements change</p> <p>You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure Having a criminal record will not automatically exclude applicants.