



Job Description

The Welcome Directory
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JOB TITLE:	Monitoring and Evaluation Officer
LOCATION:	Home based and occasionally at the London Office of The Welcome Directory, 27 Tavistock Square, London, WC1H 9HH
ACCOUNTABLE TO:	Project Manager
KEY RELATIONSHIPS:	The Welcome Directory Staff, Registered Faith Communities, HMP Establishments and MoJ HQ, Prison Leavers, Trustees
CONTRACT TYPE:	Fixed Term (for 12 months from start of contract)
WORKING HOURS:	Part Time (2.5 Days per week/ 20 Hours/ 0.5 FTE)
SALARY:	£27,302 pro rata (£13,651 pa based on hours worked)

JOB SUMMARY:

The post holder will lead on the collation and analysis of both quantitative and qualitative data from various stakeholder groups across the organisation. The goal of the post is to strengthen monitoring and evaluation processes, ensuring that the organisation can effectively measure and evidence its impact.

This will include, but may not be limited to:

- Regular collation and review of data sets from activities throughout the year, including but not limited to Registrations, Events, Communications, Prison and Faith Community engagement, and analysis of Attitudinal Change following our Prisons Awareness Course.
- Co-ordination of Annual Surveys/ Forums amongst different stakeholder groups (Faith Communities, HMP establishments, Prison Leaver Voices), and analysis and reporting of results, for use by the wider organisation.
- Co-ordination and development of stories from different stakeholders, in collaboration with The Welcome Directory team.
- Regular review and analysis of levels of engagement from different stakeholder groups, in collaboration with The Welcome Directory team.



- Developing an Annual Impact Analysis Summary Report and other snapshot summary reports as required.
- Developing reports for one-off donors periodically at the end of grant periods, in collaboration with the Communications and Fundraising Officer.
- Facilitating evaluation/ review sessions as required for the organisation and maintaining a log to capture feedback, lessons learnt, and changes in practice for implementation.
- Working with HMPPS Chaplaincy to collecting current data on prisoner perspectives/needs to inform our work.
- Supporting the delivery of the Prisons Awareness Course, in collaboration with the Capacity Development Officer, including monitoring and evaluation of the course.
- Contribute to the overall growth in registrations and engagement from faith communities, in collaboration with The Welcome Directory team.
- From time to time, you may be required to undertake additional activities which are appropriate to the development nature of this role as required by your line manager.

PERSON SPECIFICATION:

The post is open to any person with recent or ongoing experience of administration tasks and/ or monitoring and evaluation within the charity, voluntary or justice sectors. The ideal post holder will be able to demonstrate awareness of the resettlement issues faced by those who have engaged their faith whilst in prison, and an understanding of the role faith communities can play in addressing these.

Essential

- Personal Attributes: Supportive of the faith-based ethos and purposes of the organisation.
Ability to work collaboratively and flexibly within the team.
Self-directing with capacity to prioritise.
Ability to meet deadlines.
- Education: Educated to degree level or equivalent
- Skills/Aptitudes: Advanced written and oral communication skills
Ability to relate well to people of all faiths.
Data Analysis.
IT skills to an Advanced level
- Experience/ Knowledge: Experience in administration tasks within the charity, voluntary or justice sectors.
Experience in producing professionally presented documents.



Knowledge of Word, PowerPoint, Excel, and other Office 365 based admin tools.

Proven ability to interact effectively on online platforms for team and stakeholder communications (e.g. Zoom / Teams etc.)

Experience of working from a home-based environment

Awareness of resettlement issues faced by those leaving prison.

Understanding of the role faith communities can play.

Circumstances: Willingness and ability to occasionally travel to the offices of the organisation

Desirable

Personal Attributes: Commitment to their own faith and the life of their faith community.

Education: Evidence of research/ reading in proffered area of interest.

Experience/ Knowledge: Experience in monitoring and evaluation tasks within the charity, voluntary or justice sectors.
Experience in facilitating evaluations to capture lessons learnt.
Experience in story-writing for impact.
Experience in working with people who have left prison or people facing issues such as addiction, homelessness etc.
Prison Chaplaincy structures and the justice system.
Working within a multi-faith team.

GENERAL CONDITIONS:

Equality of opportunity, diversity, and inclusion

Equal treatment amongst people from diverse backgrounds and with diverse perspectives is one of the central precepts of The Welcome Directory. The Welcome Directory is committed to implementing its Equity, Diversity, and Inclusion policy, and as an employing body, values the richness which this equal treatment brings to the workplace. Staff found to be behaving in a way that contravenes the policy will be subject to disciplinary action, which could lead to dismissal.



Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of a body representative of Faith Communities and as professionals, whatever their job.

It is important that all members of staff present a neat and tidy appearance at all times. The post holder will be expected to model this to all staff and stakeholders. The general appearance should help convey a professional and efficient approach to work. Whilst not wishing to impose unreasonable obligations on staff, The Welcome Directory nonetheless expects you to look smart in appearance at all times while representing the organisation.

In this post, any action that would exclude the holder from prison will disqualify them from this employment.

It is a condition of employment that the post holder is in possession of a recent and valid DBS certificate.

Health, Safety and Safeguarding Responsibilities

Staff must ensure that they do not endanger themselves or others by any act or omission on their part, in line with both the Health and Safety and Safeguarding policies.

Home-working staff must ensure that they are mindful of health and safety responsibilities in their workplace.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager or the trustees, in line with the Data Protection policy.

TERMS OF EMPLOYMENT:

General:

The post is to be home-based.
Travel expenses as required for the successful development of the project may be claimed.
Suitable equipment for fulfilling the job will be provided (in line with the IT Provision and Support policy).

Salary:

Salary will be £13,651 pa based on 20Hrs per week

Pensions

As the employer, The Welcome Directory pays National Insurance contributions under the 'not-contracted-out'



contributions scheme and all members of staff not in a pension scheme are required to join. The Wellcome Directory, as an employer uses Nest, and will, during the term of the post, contribute 5%. Staff have the option to contribute also from their monthly salary.

Hours of Duty: Normal hours of work are 20 hours per week, equivalent 2.5 days, excluding an hour's unpaid break for lunch.

Annual Leave: 10 days paid leave per year exclusive of public and additional holidays (the latter on a pro rata basis).

Contract: The post is offered on a fixed term basis for 12 months from commencement of contract and is subject to a 3-month probationary period.

Whilst this role is fixed term, there may be the potential to extend where funding permits.