ALLCHILD

Job recruitment pack

Monitoring & Evaluation Officer



Who we are

Children and young people can face interconnected challenges at home, in school and in their communities. But families are often left to navigate fragmented support and opportunities, and children reach crisis points when earlier, connected support could have changed things. AllChild believes connected challenges need connected solutions.

Our vision is simple: together, every child and young person can flourish. AllChild works locally within economically disadvantaged communities on a growing national scale. We start with the child, mobilising communities to take action earlier and work together so that children and young people can build the trusted relationships, connections and skills they need to take on life positively. Our two-year Impact Programmes are delivered by dedicated Link Workers based in schools, and by other local organisations and services working together around each child and family we identify. Every child's programme is strengths-based and bespoke, delivering a combination of support and opportunities. From mental health and wellbeing support to engagement activities such as sport or art, through to academic tutoring and speech and language therapy.

Mobilising the best of what already exists in every community, our Link Workers join the dots to build a long-lasting network of trusted adults and opportunities around each child and family. Through the programme, young people build trusted relationships, connections and grow their skills. They're empowered to achieve positive social, emotional and academic outcomes and take on life positively.

We build powerful local partnerships between families, schools, councils and community organisations so that every child gets the right support in the right way at the right time.

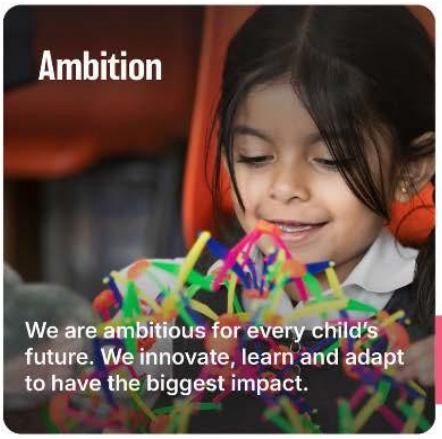
For 10 years AllChild has started with the child. From our beginnings in west London, we have expanded to new communities while continually refining our approach. Over the next 10 years, we want to enable more children to flourish and use what we've learnt to improve how children are supported in places across the country, building a movement for change.

We can't wait for you to join us.

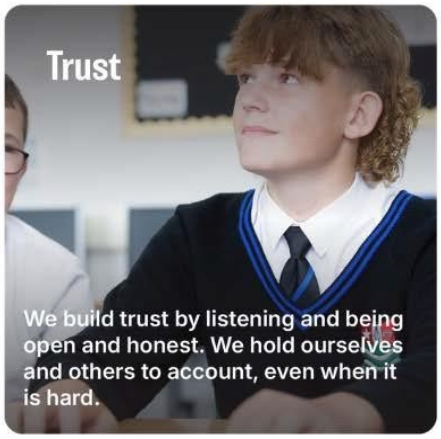
Our values

Our values guide how we work, how we show up for children, and how we partner with others.

Rooted in ambition, shaped by connection, and strengthened by trust, these values drive our decisions and our impact.



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The role and you



About the role

Title: Monitoring & Evaluation Officer
Reports to: Monitoring & Evaluation Manager
Start date: ASAP, subject to notice period and pre-employment checks
Location: London, White City (hybrid, 3 days a week in the office)
Hours: Full time (35 hours), permanent
Salary: £28,000 - £31,999 per annum
Deadline: 20 November 2026 (we reserve the right to close this vacancy early if sufficient applications are received so early application is encouraged)

This entry-level role sits within AllChild's Monitoring & Evaluation (M&E) function. Under the guidance of the M&E Manager, you will collect, check, prepare and analyse programme data; maintain reports and dashboards; and support monitoring, evaluation and learning projects. You will work closely with colleagues across the Impact, Delivery and Systems teams.

We are looking for someone with strong numerical skills, attention to detail and an interest in learning about using data - and organisational data tools and systems - to improve outcomes for children and young people. You will be comfortable working with spreadsheets, investigating discrepancies and explaining findings clearly. Relevant experience may come from employment, education, volunteering or other practical projects.

Key responsibilities

Data collection and quality

- Support AllChild's data collection processes, working with Delivery and Systems colleagues to obtain complete, accurate and timely data from schools, delivery partners and staff. Follow up missing or incomplete information, and troubleshoot or escalate issues as appropriate.
- Respond to routine questions from Delivery staff about data collection requirements, measures, deadlines and reporting, providing clear guidance and escalating more complex methodological, safeguarding or systems issues where appropriate.
- Check, clean and prepare datasets using agreed definitions, scoring rules and procedures, investigating duplicates, inconsistencies and unexpected values.
- Maintain clear records of checks, corrections and outstanding issues so that datasets and calculations can be reviewed and reproduced.

Analysis and reporting

- Carry out routine quantitative analysis of programme delivery and outcomes using agreed methods and guidance from the M&E Manager and Head of M&E.
- Maintain monitoring reports, dashboards and data visualisations, and prepare summaries for internal and external audiences as necessary.
- Quality-assure calculations and outputs before circulation, clearly describing missing data and other limitations and seeking guidance on interpretation where needed.
- Provide information management, data and reporting support for cohort identification, performance discussions and programme improvement.

Systems and continuous improvement

- Use organisational systems and reporting tools, including Salesforce and Sigma, to extract data, maintain reports and support routine monitoring.
- Work closely with the Systems team to test changes, troubleshoot issues, and maintain documentation, including suggesting practical improvements that reduce manual work and improve consistency.
- Handle sensitive information securely and follow AllChild's data protection, access and information governance procedures.

Evaluation and organisational support

- Support internal and external evaluation and learning projects by preparing data, conducting agreed analyses and assisting with quantitative and qualitative data collection.
- Research outcome measures and support the consistent application of agreed administration, recording and scoring guidance.
- Support the annual monitoring and reporting plan by organising allocated tasks, including facilitating qualitative research. Arrange and help conduct interviews, focus groups and feedback activities with children, young people, families and staff, following agreed consent, safeguarding and ethical procedures.
- Support to organise and analyse qualitative data, identify key themes and prepare clear summaries under the guidance of the M&E Manager and Head of M&E.

Other

- Follow safeguarding and ethical procedures in all monitoring and evaluation activity.
- Undertake other reasonable duties consistent with the level of the role.

Person specification

Essential experience & skills

- Experience working with quantitative data, including organising datasets, carrying out basic analysis and presenting findings accurately.
- Good Microsoft Excel skills, including formulas, sorting, filtering and producing summary tables or charts, with confidence using Word and PowerPoint.
- Strong attention to detail and an understanding of the importance of complete, accurate and consistent data, with the ability to check calculations, identify inconsistencies and resolve them methodically.
- Practiced at learning new digital tools and willingness to automate repetitive processes.
- Clear written and verbal communication, including the ability to explain data or findings to colleagues without a technical background.
- Good organisational and time management skills, with the ability to manage competing deadlines, keep others informed and seek support when needed.
- A collaborative approach, including confidence working across teams, independently following up on requests, and building strong working relationships.
- An understanding of, or interest in, child development, education and wellbeing, and a commitment to improving outcomes for children and young people.
- Commitment to safeguarding, confidentiality, Equity, Diversity and Inclusion.

Desirable

- Experience supporting monitoring, evaluation or social science research, particularly in a charity, education, youth or community setting.
- Experience using Salesforce, Sigma or another CRM, business intelligence or reporting platform.
- Experience maintaining dashboards or data visualisations or supporting data collection across several teams or organisations.
- Familiarity with standardised outcome measures, surveys and qualitative research, including interviews, focus groups or open-ended survey responses.
- Experience using R or similar data analysis software.
- Awareness of data protection and information governance in research or monitoring.
- Experience in using automation or AI appropriately to support data processes, with attention to confidentiality and the need to check outputs.
- Experience delivering training or practical guidance to colleagues.

Benefits

Annual leave & wellbeing days

We have a generous annual leave policy, of 25 days increasing by one day per year up to 30 days. Plus public holidays and a further three days of leave during Christmas closure. We also offer two wellbeing days per calendar year as a means to support our employees.

Enhanced sickness, compassionate & family leave

AllChild pays above the statutory minimum sickness on a 12-month rolling period. We also offer compassionate leave, up to ten days for close family members. We offer enhanced pay for maternity and paternity leave to help support staff who are growing their families.

Health cash plan

Employees can access tailored support for mental and physical health and wellbeing. The support on offer includes (but is not limited to):

- 24/7 Employee Assistance Support.
- Cash back on optical, dental and holistic treatments.
- Physiotherapy.
- Counselling.
- Discount for family activities, such as cinema tickets and gym membership

Cycle scheme

Staff can purchase bike and accessories through our cycle scheme without any upfront payment, and the payments are taken tax efficiently from their salary.

Season ticket loan

Staff can apply for a season ticket interest free loan. Your loan repayments are spread evenly over 12 months.

Referral scheme

Employees who refer a friend for any of our vacant positions will receive a £200 voucher if the candidate is successful. Upon their completion of the 3-month probation, the employee will receive a further £200.

Application process

Closing date: 20 November 2026

Anticipated Interview dates
Round one: 30-minute online interview for shortlisted candidates on the 2 and 3 December.
Round two: In-person interview and short practical data task at our London office (EdCity) on the 10 December.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. We may also interview before or after the dates given above. Therefore, if you are interested, please submit your application as early as possible.

How to apply
Please complete the online application form via our website. As part of our recruitment process, we ask applicants to read our Safer Recruitment and Selection Policy and EDI Statement before applying.

Safeguarding and inclusion
To ensure fairness in selecting the best candidates for this role, we operate a blind recruitment process. Therefore, all applications are anonymised until an interview has been confirmed.

As a Disability Confident Employer, we are committed to placing Equity, Diversity and Inclusion at the heart of our organisation, for the benefit of our employees, our partners, and the communities we serve. We value diversity and actively welcome applications from individuals who may be under-represented in our AllChild community and reflect the communities we serve. Please read our EDI statement on our website.

We provide an inclusive and barrier-free recruitment process for anyone who wishes to make an application. We particularly welcome application from individuals with disabilities. Please inform us of any accessibility needs for the application or interview process. We will address them when scheduling interviews.

If you have any questions, please contact our People and Culture Team by email: hr@allchild.org

AllChild is a registered charity in England and Wales (1160947) and a registered company limited by guarantee in England and Wales (08991196)

Registered with FUNDRAISING REGULATOR

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