



SOS CHILDREN'S
VILLAGES
UNITED KINGDOM

Title: MEAL Manager

Reporting To: Head of Programme Funding

Direct reports: none

Salary: £37,000 PA

Location: Home-based (**within the UK**) with some travel to Cambridge, and occasional international travel. Candidates must have the right to live and work in the UK.

Contract: Permanent

Hours: Full time, 35 hours per week; flexible working requests will be considered.

Deadline for applications: Friday 7th June, 5pm UK time

Interviews expected to be held: remotely w/c 17th June

About SOS Children's Villages UK:

SOS Children's Villages is a global charity working to ensure that children everywhere have the right to grow up feeling loved, safe and supported. We work with children and families living through poverty, conflict, man-made and natural disasters to ensure children can have the childhood, and the life, they deserve. And by supporting them to grow into resilient and independent adults who can contribute to their communities, we are helping to bring about positive and lasting change.

SOS Children's Villages UK is part of an international federated structure of 140 local SOS Children's Villages Associations. Together, we work in 136 countries and territories worldwide to ensure that children grow up in a stable environment where they feel loved, safe and supported. Alongside our global reach, we take a local approach. Our programmes are locally planned and run by in-country SOS child-welfare experts. They understand the community because they are a part of it. They are cognizant of local customs, practices and belief-systems because they share them, or live amongst them. and they can help effectively because they have long-established relationships with local and national government bodies, suppliers and community leaders.

SOS UK's values are at the heart of everything we do, and they are:

- **Courage:** We take action.
- **Commitment:** We keep our promises.
- **Trust:** We believe in each other.
- **Accountability:** We are reliable partners.

For more information, please visit www.soschildrensvillages.org.uk (UK office) and www.sos-childrensvillages.org (international office).



About the Post:

This post is an exciting opportunity to join an ambitious and progressive team, working within an international federation that supports children and young people across the world. We are looking for someone who is committed to learning and innovating, who can combine technical knowledge and expertise with locally led approaches.

Reporting to the Head of Programme Funding, you will work across the fundraising team, supporting programme set up and reporting, in line with key funding criteria and SOS Children's Villages monitoring frameworks. You will work with colleagues in SOS Children's Villages UK and internationally, building capacity in programme design, monitoring and reporting. This includes working with colleagues in multiple countries, collaborating on best practice MEAL work whilst being guided by local knowledge and expertise.

You will hold oversight of the portfolio of programmes being funded by SOS Children's Villages UK, ensuring the UK based team have the tools, resources and processes to monitor programmes, in partnership with our international colleagues. You will manage reporting timelines, supporting your colleagues to ensure effective delivery of programme reporting, according to the needs of SOS Children's Villages UK and external donors. You will provide hands on support for the monitoring, evaluation, learning and reporting of programmes, taking a lead role in the development of frameworks that will ensure effective capture of data enabling excellent reporting.

You will play a central role in the development of large bids, contributing technical expertise into the development of the monitoring and evaluation tools, theories of change, impact measurements and evaluation methodologies for large programmes. You will be proficient at developing log-frames and workplans and comfortable adapting to varying donor and in-country partner models.

You will work alongside SOS Children's Villages' country teams (implementing partners) contributing to the set-up and ongoing monitoring of programmes. You will hold key responsibility for core areas of programme management on behalf of donors including strong programme monitoring and reporting. You will work closely with finance, communications and safeguarding colleagues.

We are embarking on ambitious work around data analysis and research, and any experience you have in these fields will be highly valuable, and the appetite to explore them is essential.

You will be an active participant in networks, both globally and within the UK, contributing to our organisational knowledge on how to better monitor and analyse key areas such as gender and inclusivity within our programmes.

This is a home-based role, with regular travel within the UK as well as some international travel which you must be able to undertake.



Specific responsibilities include:

1. Programme Monitoring, Evaluation and Reporting

- Oversight of the portfolio of programmes being funded by SOS Children's Villages UK, including the management and maintenance of a programme pipeline on Salesforce (our CRM). This includes monitoring of reporting timelines, ensuring high quality reports are delivered on time.
- Collating and critically reviewing information from relevant country teams for external donor reports; working with country teams to ensure reporting criteria are clearly understood, there is a good sense of local ownership and ongoing dialogue to facilitate timely and transparent reporting.
- Supporting country teams in ensuring SOS UK funded programmes demonstrate measurable impact and meet agreed KPIs, including learning and quality standards; where these can't be met, ensuring challenges are reported in a timely manner and supporting programme teams in identifying and pursuing alternative solutions to mitigate risks to programme implementation.
- Working across multiple systems to input, collate and analyse programme data.
- Where necessary, working with in-country teams to develop terms of reference for sub-contracting external monitoring and evaluation consultants.

2. Proposal Development

- Supporting fundraising colleagues with approaches to large grant making organisations, institutional donors and corporate partners with proposal development, grant management and reporting.
- Strengthening capacity within SOS UK and with our in-country partners to increase knowledge and understanding of results-based management, theories of change, log-frames and best practice monitoring and evaluation techniques to help deliver exceptional proposals.
- Critically appraising project proposal material submitted by country teams to ensure they meet donor funding and strategic criteria.
- Supporting the fundraising team in collating and reviewing programme information required for developing high quality approaches and responding to major donor, corporate partner or grant making organisations' specific programme queries.
- Ensuring grant compliance by working closely with key functions in the country offices, such as the institutional funding, monitoring & evaluation, safeguarding and programme leads, sharing relevant requirements, grant conditions, application forms, submission criteria and reporting deadlines; working closely alongside these functions to ensure local ownership and a clear understanding of responsibilities to increase fundraising success and accountability towards donors.

3. Programme Systems

- Maintaining and further developing SOS UK's programme cycle management standards and tools, such as due diligence and reporting frameworks.



- Developing systems for knowledge management through collecting and maintaining relevant evidence for project design, documentation of best practice and lessons learnt.
- Developing an evidence base for SOS UK to demonstrate our expertise and track record in funding high impact sustainable programmes.

4. Networks, learning and collaboration

- Working in close collaboration with the International Office in ensuring good sharing of knowledge, lessons learnt, contribution to working groups and networks aiming to improve SOS Children's Villages' strategic programming in line with the federation's ambition to significantly grow institutional and other grant funding.
- Contributing country and programme evidence and learnings to support advocacy activities and to inform safeguarding oversight, working with the CEO and Designated Safeguarding Officer as appropriate.
- Contributing to organisational reporting.

Other

- Implementing the Equal Opportunities Policy into daily activities.
- Being responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately when you become aware of it.
- Undertaking any other duties as may reasonably be required in this post.
- Keeping abreast of key fundraising trends and issues and the regulatory environment around fundraising. Ensure that you follow the Code of Fundraising Practice, as stipulated by the Fundraising Regulator and best practice is adhered to.

PERSON SPECIFICATION

Essential

- A minimum of four years' experience in a monitoring, evaluation and/or impact assessment role
- Proven experience in managing MEAL formulation in response to institutional donors' and strategic grant making organisations' funding calls
- Experience of working on institutionally funded programmes including reporting cycles and compliance
- Demonstrable experience of working with teams and stakeholders to ensure good shared ownership and 'buy-in'
- Demonstrable experience of cross-cultural working and successful partnership development
- Demonstrable experience in developing log-frames, Theory of Change and MEAL plans
- Comprehensive understanding of the critical role of gender and inclusivity within MEAL frameworks
- Experience in contributing to effective partnerships
- Demonstrable experience in grant management, including evaluation and reporting



- Ability to travel internationally on an occasional basis
- Willingness to work flexibly, if required, to meet proposal and reporting deadlines
- Ability to influence stakeholders with diplomacy and tact to achieve desired outcomes
- Ability to collate, analyse and review programme information to facilitate high quality proposal writing and grant reporting
- Proven ability to challenge colleagues constructively to ensure transparent reporting based on high quality programme information
- A clear understanding of the components needed to deliver sustainable social impact.
- The right to live and work in the UK

Desirable:

- Working knowledge of international NGOs and/or working in a Federation
- Proficiency in at least one additional language
- A track record of promoting learning and capacity building
- A background in programme design and reporting in an INGO environment
- A good understanding of the UK institutional funding network
- Experience of research funding
- Experience of data analysis
- Experience of working on contracted projects as well as grant funded projects

Personal Attributes / Qualities:

- Able to reflect SOS UK's values (detailed above) in how you conduct yourself at work and with others
- Ambitious, innovative, solution driven and self-motivated
- Trustworthy, patient, flexible and a good relationship builder
- Integrity and a good work ethic
- Enjoy working as part of a team and independently
- Open to new ways of working, learning new tasks and skills as required
- Respectful of other views and ways of working
- Empathetic and respectful of other countries' working practices and cultures
- Committed to building meaningful, personal relationships with some of our most generous supporters
- Strongly motivated by success and passionate about seizing opportunities as they present themselves
- Driven by the desire to give our supporters an excellent experience.

Further information:

SOS Children's Villages UK is an equal opportunity employer that is committed to encouraging equality, diversity and inclusion in the workplace, and eliminating unlawful discrimination within all employment practices within our organisation. Discrimination and harassment of any kind based on any protected characteristic is prohibited, and recruitment decisions are based on experience, qualifications, merit, and business needs at the time.



Upon conditional offers of employment, professional references and a self-declaration & disclosure form are required as part of the safer recruitment procedure in our Safeguarding Policy. A Disclosure and Barring Service (DBS) check will also be required.

To apply:

Please email a copy of your CV and a covering letter that explains why you believe you are a good fit for this role (no more than 2 A4 pages) to Jess Price, Head of Programme Funding, at careers@sosuk.org. **Please note, CVs without covering letters will not be considered.**

Benefits of working at SOS Children's Villages UK

- 25 days annual leave entitlement, plus 8 paid bank holidays and non-bank holiday working days during the office closure between Christmas and New Year are treated as additional paid time off
- Employee Assistance Programme
- Cycle to Work Scheme
- Life Assurance Cover
- Pension Scheme Membership
- Enhanced sick pay
- Flexible working
- Enhanced maternity & paternity pay
- Charity/Volunteer Days a maximum of 2 days per annum
- Travel loan
- Sabbatical leave
- Training & Development policy

Additional resources:

- SOS Children's Villages UK organogram (see below)
- [SOS Children's Villages UK latest Annual Report](#)
- [Why work for SOS UK](#)