



THE RUFFORD FOUNDATION

Job Description

TITLE:	Monitoring, Evaluation and Learning Officer
REPORTING TO:	CEO
KEY RELATIONSHIPS:	Grants Manager, Grants Officer and Rufford Small Grants Administrator
SALARY:	£38,000 - £43,000 per annum depending on experience
LOCATION:	The Rufford Foundation office, Tottenham Court Road, London. The Monitoring, Evaluation and Learning Officer must work a minimum of 2 days per week from the office. There may be occasional travel overseas.
BENEFITS:	25 days holiday plus bank holidays, attractive employer contribution-only pension scheme and private medical insurance cover.
HOURS:	Full-time, 35 hours a week, Monday to Friday.
APPLICATION DEADLINE:	Sunday 8 th September 2024. Interviews to be held from Friday 13 th to Friday 20 th September 2024.

About The Rufford Foundation

The Rufford Foundation (www.rufford.org) is a grant-making charity that provides funding for nature conservation programmes and projects.

The flagship Rufford Small Grants Programme awards funding to individuals working in developing countries who are starting on the ladder of conservation research and establishing pilot programmes. Since its inception in 1999, the Rufford Small Grants Programme has given over £37 million through more than 6,100 grants to projects in over 150 countries. The programme identifies scientists and practitioners at the early stages of their careers and provides targeted support to enable them to achieve their goal of making a difference in terms of conservation. Many recipients of Rufford Small Grants have successful careers in the conservation sector, leading their own programmes and organisations and playing key roles in influencing decisions at national and global levels. A searchable database of Rufford Small Grants projects can be found at <https://www.rufford.org/projects/>.

Job Purpose

This is an important time to join The Rufford Foundation, as the Monitoring, Evaluation and Learning Officer will play an essential role in encouraging grantees who have already been supported by the foundation to apply for further funding. This is an area of work that we are currently expanding.

This crucial and new role would sit within the conservation team to coordinate the delivery and oversight of Rufford Small Grants.

Rufford Small Grants are renowned for being an important milestone in the careers of conservationists and researchers who may have no (or limited) experience in designing and delivering projects. Therefore, we are very aware that unforeseen issues may arise and are considerate towards requests for project changes. Working closely with the CEO, Grants Manager and Grants Officer, the Monitoring, Evaluation and Learning Officer would ensure changes are recorded in updates and project reports.

The Rufford Foundation has been involved with other conservation donors and practitioners looking at the evidence of conservation effectiveness and supporting learning from failure. We fully understand that conservation projects may not succeed as planned and that evaluating small grant project impacts over short timescales (1-3 years) is problematic. The Monitoring, Evaluation and Learning Officer would take this into account when reviewing project updates and final evaluation reports.

The ideal candidate will bring previous experience of reviewing (or drafting) donor reports, have excellent analytical and communications skills and be able to demonstrate a strong understanding of biodiversity conservation, ideally with some practical knowledge of conservation in countries where the foundation funds projects. Experience of coordinating work with grantees, including review of workplans, deliverables and budgets, would be highly desirable.

The ideal candidate must be highly organised and proactive, have a keen eye for detail, be confident in their own ability to work independently and methodical in raising points with their line manager and team as appropriate. Ability to manage a busy workload and enjoy reading and reviewing documents about conservation projects is essential.

Principal Responsibilities

Rufford Small Grants

- Conduct reviews of narrative and financial reports for Rufford Small Grant projects, including comparative analysis of results versus original proposals.

- Draft written summaries of the results of each project in a succinct manner and submit these to the Rufford Small Grants Administrator.
- Escalate any significant deviations of results versus original proposals to the Grants Manager.
- Highlight in writing and at regular team meetings any key achievements delivered through Rufford Small Grant projects.
- Make recommendations for Rufford staff to follow-up with grantees about further Rufford Small Grant funding.
- Work with colleagues to develop reporting guidelines and potentially support grantees with understanding and meeting these.
- Maintain accurate and up-to-date records of grant-related activities specifically related to the review of Rufford Small Grant project reports.
- Using background material drafted as part of a recent consultancy to develop high-level indicators for conservation and capacity building, lead in formalising an evaluation framework for Rufford Small Grants.
- Develop a systematic process to monitor the careers of previous grantees to measure the impact of our funding.
- Produce graphs, tables and short reports on Rufford Small Grants on a regular basis.
- Upload grantee updates and final evaluation reports to the Rufford website.

General

- Cultivate strong relationships with colleagues.
- Explore opportunities for grantees to draft publications based on the results of Rufford-funded projects that can be used externally and for internal reporting to the Trustees.
- Provide administrative support on other grant-making processes as required.
- As required, represent The Rufford Foundation at events in the UK and overseas to promote Rufford Small Grants to relevant audiences and ensure the foundation is well connected with conservation and donor communities.
- Ad hoc work in support of the Grants Manager and CEO.
- This job description is not exhaustive, and the role may evolve.

Person specification

Experience

- At least 5 years' experience of working within an environmental or biodiversity conservation NGO.
- Grant-making or project reporting, ideally within the conservation sector.
- Reviewing donor reports for conservation projects, including drafting feedback for grantees to address queries raised.

- Excellent planning, organisational and administrative skills.
- Knowledge of monitoring and evaluating conservation projects.
- Candidates will ideally have completed an MSc in an environmental/conservation-related discipline.
- Demonstrable understanding of planning and delivering field-based conservation projects, preferably within countries where Rufford funds projects, would be advantageous.

Skills and abilities

Essential:

- Strong interpersonal skills with proven ability to build and maintain positive relationships with colleagues, grantees and collaborators.
- Interest in connecting with donors and others working in conservation and capacity building.
- IT literate with experience of using online application and review systems.
- Excellent written and verbal communication skills.
- Good research, analytical, and administrative skills.
- Able to manage a consistently busy workload.
- Excellent time management skills and ability to prioritise tasks and work to deadlines.
- Good team player who enjoys working within a small, friendly team.
- Capable of working under their own initiative.
- The job holder may be requested to travel overseas as part of their work.
- Must have the right to work in the UK.

Desirable:

- Ability to communicate in a second language e.g. French, Spanish or another language.