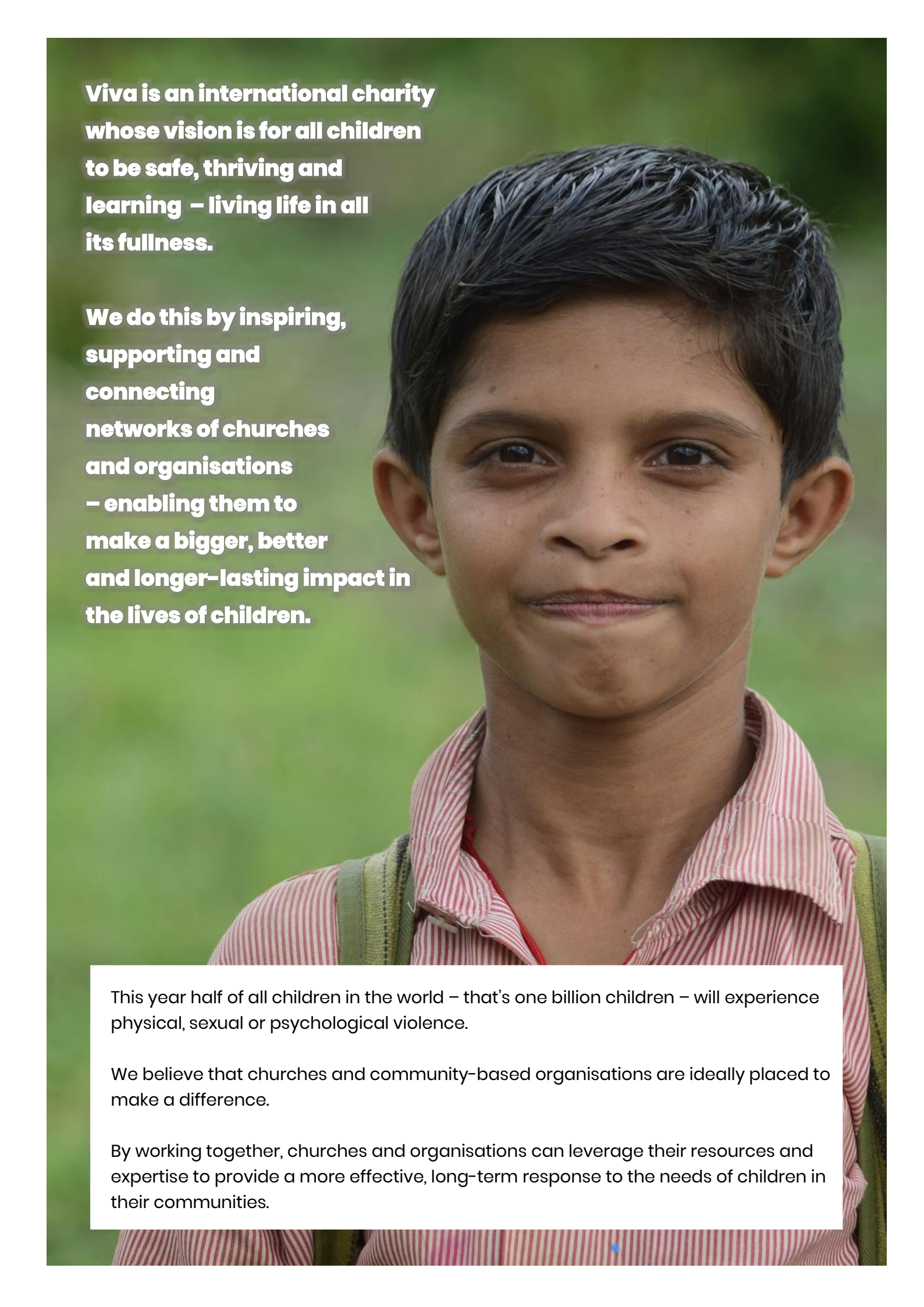


Role: Head of Impact

Location: any global location

Remote, hybrid or office-based (dependent on location)



Viva is an international charity whose vision is for all children to be safe, thriving and learning – living life in all its fullness.

We do this by inspiring, supporting and connecting networks of churches and organisations – enabling them to make a bigger, better and longer-lasting impact in the lives of children.

This year half of all children in the world – that's one billion children – will experience physical, sexual or psychological violence.

We believe that churches and community-based organisations are ideally placed to make a difference.

By working together, churches and organisations can leverage their resources and expertise to provide a more effective, long-term response to the needs of children in their communities.

Working with Viva

We are passionate about making a difference in the lives of children and strengthening those who work with them. Wherever you work, you will be part of our global team, which includes staff across the world – including Latin America, Hong Kong, India, Uganda, UK and the US. Your role will directly contribute to our mission of inspiring, supporting, and connecting networks of churches and community-based organisations, as they work together to make a bigger, better, and longer-lasting impact in the lives of children.

We are motivated by our Christian faith and our faith is at the heart of all we do – we take time to pray together in meetings and share reflections from the Bible together during our weekly all-staff meetings. Some senior or other roles are subject to an occupational requirement to be filled by practising Christians because of this. We are welcoming of those of all faiths and none.

Our culture

We are a friendly, welcoming team who enjoy working and having fun together.

- We understand and share our impact
- We are connected and collaborative
- We value one another
- We are committed to learning and growing
- We are focused and fruitful
- We work with integrity and transparency

As a global team we are intentional about finding ways to connect regularly with one another, both in-person and online.

“Viva has forged a distinctive path within the world of international relief and development organizations. We believe Viva’s model is one with strong promise for ultimately advancing large-scale, sustainable transformation in the lives of vulnerable children in the countries it serves.”

- Sagamore Institute, 2018

“I’ve been impressed by Viva as we’ve really worked more internationally and developed new and impactful programmes with amazing speed. I’m proud to be part of Viva.”

- Comments from our most recent staff survey

“I have really appreciated the support, flexibility, and care that Viva has offered.”



Our impact

By joining Viva, you become part of a worldwide team committed to changing children's lives in 28 countries. Just like the 45 networks with whom we partner, we know that when we work together, we can achieve more for children, young people and families living in disadvantaged communities.

Through our work last year:

- **1.2 million** children globally were impacted
- **4,000** girls went back to school through the UK government-supported education programme in Uganda
- **174,000** people in 15 countries were reached with positive messages about better treatment of children
- **427** different 'collective action' programmes were run to meet children's needs on a deeper level around themes including education, strengthening families and empowering girls
- **37** city and country-wide child protection laws and policies were influenced

How we do it

In 2022-23, £2.2 million was raised for this work through the generosity of hundreds of individuals, churches, trusts and institutions. On average, 83p of every £1 raised is spent directly on our charitable activities with vulnerable children.

From the unrestricted public giving:

- **60%** is from Major Donors
- **31%** is from Individuals
- **9%** is from churches' and other groups' donations

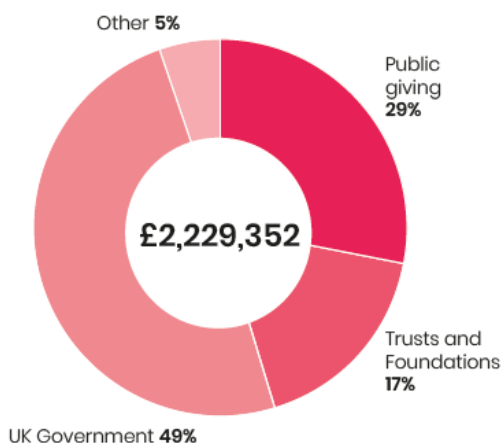
"I have learned so much about how to face the challenges. Becoming a teacher has helped me to grow in my own self-esteem. Viva programmes have played a very big part in my life and I thank Viva."

(Young woman in India, helped by the local network as a child and now volunteering for them)

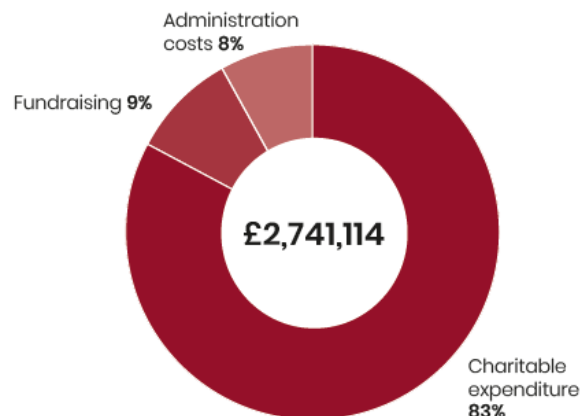
"In my 25 years of interacting with all of the development agencies across the world, large and small, I still have not come across one that I find so inspirational, genuinely participatory and beneficiary led, as Viva. I pray that many thousands more vulnerable children will know hope."

(Major Donor)

Global income



Global expenditure



Job description

Job Title:	Head of Impact
Location:	Location: any global location where Viva can employ you. If you are in one of the countries where Viva has an office (UK, Uganda, Hong Kong), you may work fully in the office or choose a hybrid arrangement or work fully remotely.
Hours:	2-3 days a week (15 – 22.5 hours)
Salary:	£36,000 to £40,000, depending on experience (pro rata for part time hours). If you are based outside of the UK, the reward package will be adjusted to reflect the relevant local market and terms and conditions.
Reporting to:	Director for Network Partnerships
Direct Reports:	2-3 people who give a proportion of their time to the impact team

Job Purpose

Viva is a catalyst for enabling the church to work in collaboration with others to see children living life in all its fullness so they are safe, thriving and learning.

The Network Partnerships Team focuses on supporting networks of churches and organisations to connect, capacity build, collaborate and increase city-wide influence, journeying with them and helping them to maximize their impact for children.

As one of the leaders in the Network Partnerships Team, you will lead the development of a new approach to Monitoring, Evaluation, Accountability and Learning, with the primary purpose of supporting partner networks to know their impact and share learning with each other. You will enable partner networks and Viva to build, measure and learn together, evaluating the effectiveness of programmes and methodologies, adapting them to ensure desired impact is reached and sharing learning with each other and with other development partners.

Additionally, you will work with the Heads of Development, Collective Impact Initiatives and Coaching to ensure all programmes funded by Viva are accountable, well-monitored and contribute to our learning environment with clear opportunities to learn and adapt throughout the programme delivery and reporting processes.

In developing a new approach to how we do MEAL, you will draw on learning and ideas from other organisations, methodologies and experts, thinking outside of the box of what we have done before in order to develop cutting edge learning with the core goal of serving our partner networks well, as well as ensuring good accountability for programmes Viva has sourced funding for.

You will consider learning in three areas of impact:

- 1) **The impact partner networks have for children** – you will lead development and use of MEAL frameworks and trainings in collaboration with partner networks and relevant Viva staff to enable partner networks and their members to measure the impact they are having in the lives of children.
- 2) **Viva's network model** – you will lead the development of and use MEAL frameworks and trainings to support partner networks to develop and maintain strong and sustainable

network structures that are well-equipped to lead lasting change for children, and also measure the overall effectiveness of the networking model.

- 3) Viva's value-add** – you will lead the development of new methodologies to measure the impact of Viva's support for partner networks.

This role provides the opportunity to provide MEAL support for a wide range of types of programmes and contexts, from, for example, direct training of church leaders on topics such as child protection, to large scale, multi-faceted collective action programmes targeting specialised needs such as reintegrating children from orphanages into families. In each area, we are seeking to support our partner networks to know whether their programmes are having the desired impact, and to help our coaches to support them through the MEAL process to ensure programmes can be adapted and learning shared across partner networks globally.

Due to the nature of some of the key responsibilities, there is an Occupational Requirement for the postholder to be a Christian (Schedule 9 to the Equality Act 2010).

Key Responsibilities

Responsibilities will include:

- **Shared leadership:** You will contribute to strategic decision making as part of the Network Partnerships Leadership Team. This will include working with this team to review the Viva strategy, theory of change, indicators, results framework and performance monitoring strategies. You will also be part of shaping the vision and practice of Viva as an organisation from a Christian faith perspective.
- **Viva MEAL framework:** You will develop and manage a robust MEAL Framework for Viva, incorporating appropriate quantitative and qualitative methodologies to optimise monitoring and evaluation, accountability, and learning to enable Viva and our partner networks to ensure high-quality programming for the children we serve.
- **Network health:** You will work closely with the Network Partnerships Leadership Team to review Viva's Network Health Check process and develop a system designed to support partner networks to build strong and sustainable networks and identify areas in which Viva can support them to develop their model and impact for children.
- **Network impact:** You will work with the Head of Collective Impact Initiatives to create tools to measure the impact of networks and opportunities for learning.
- **Reviewing project delivery:** You will work closely with Network Coaches to agree the most efficient outworking of the MEAL Framework with the Viva partner networks for projects where Viva has brokered funding. This will include the design of appropriate MEAL Frameworks, logframes, data management processes, data collection tools design, quality data collection, data quality assurance and data visualisation to measure the impact of the networks' projects.
- **Internal reporting:** You will work closely with Network Partnerships Leadership Team to develop and utilise a tool to measure progress against strategic objectives.

- **Evaluating Viva’s work:** You will lead the process of evaluating Viva’s work, including but not limited to needs assessments, baseline survey, final evaluation, data quality audits, collecting monitoring data, network satisfaction surveys, and field supervision.
- **Knowledge Management:** You will work with the Network Partnerships Leadership Team to create a feedback loop structure for learning both internally and externally.
- **Data management:** You will lead preparation and presentation of results and sharing learning for publication.
- **Representing Viva:** You will at different times and ways represent Viva externally, for example, through speaking in churches, prayer meetings, meeting with other Christian organisations.
- **Line-management:** You will manage MEAL support staff as required.
- **Devotions:** You will participate and at times lead all-staff devotions and times of prayer and Bible study.

This job description is written to provide an indicative description of the role. You will work with the Network Partnerships Leadership Team to determine priority areas of focus and the role will need to be interpreted and implemented according to the specific needs of the team and/or the Network Partnerships Team strategies in place from time to time.

Person Specification

We are seeking an individual with experience and expertise in designing, implementing and managing MEAL systems for large, complex programmes operating in multiple countries.

	Essential	Desirable
Qualifications / Experience	A Bachelor’s degree in impact measurement or international development with a MEAL module, or a related field	A Master’s degree in impact measurement or international development with a MEAL module, or a related field
	Experience of working in Monitoring, Evaluation, Accountability and Learning-related functions or related field	Experience of tools used by local organisations for impact measurement and data collection
	Technical knowledge of MEAL approaches and techniques including relating to outputs, outcome monitoring, Theories of Change, logical frameworks, data collection, basic data analysis,	Experience in designing MEAL methodologies and tools

	accountability, client feedback mechanisms	
	Experience in project management including grant management and reporting	Experience of setting up systems from scratch
Skills & Knowledge	Excellent IT skills in MS Office, especially Excel and Word - with experience in writing reports	Knowledge of online monitoring and evaluation tools such as Kobo, Power BI, ODK Collect, QDA minor.
Capabilities/ Strengths/Personal Qualities	Able to demonstrate an active Christian faith, with an understanding of the Christian faith and church culture to be able to effectively engage with partner networks and churches	
	Able to multitask and establish realistic goals and deadlines.	
	Active listener, bringing perspectives and ideas from a range of people	
	Ability to lead	
	Self-motivated, pro-active and flexible	
	Creative thinker with a growth mindset, willing to challenge established ways of doing things	
	Works well with people of different cultures and nationalities	
	Able to work with people in a range of roles to incorporate different needs, priorities and perspectives	
	A heart for children at risk	
Additional	Able to travel and work outside of usual office hours when agreed	
	Fluent in written and spoken English	

Terms, Conditions and Benefits

Salary and Annual Leave

- This is a part-time role for Viva, based anywhere in the world where Viva can employ you. If based in the UK, the full-time salary range is £36,000 to £40,000 per annum, depending on experience. If you are based outside of the UK, the reward package will be adjusted to reflect the relevant local market and terms and conditions.
- Holiday entitlement for full-time staff is 33 days, to include all national, public holidays (pro rata for part-time staff).

Terms of Employment

- The appointment will be confirmed, subject to a satisfactory six-month probationary review and after this time there is a two months' written notice period for both parties.
- We conduct annual performance reviews and it is a requirement of all staff to be familiar with all of Viva's policies and procedures.

Other benefits

- Flexible working options
- Opportunities for learning and development
- Three 'Emergency Days' a year in addition to annual leave
- A welcoming, caring and supportive environment
- A great team to work with!

Please note that you will need the right to live and work in the country where you are based e.g. if you want to work in the UK you must have the right to live and work there.

Data Protection:

By applying for the above role, you are consenting to your personal data being processed in accordance with the Data Protection Act 2018, GDPR (EU2016/679) and confirming that your personal data may be held and disclosed in the manner contained herein. You acknowledge that this may also include, where relevant, sensitive personal data, relating to yourself. Any information obtained from you or from any other source, will be retained by Viva and/or any of its associated and/or subsidiary companies indefinitely for the purpose of providing you with the services you require. Should you wish to have your data deleted you are to contact a member of the Viva team who will ensure this is carried out in line with Viva's Privacy Policy which can be found [here](#). If your application is successful, your application will become part of your personnel record, otherwise the information will be destroyed after 12 months.

Application process

To apply, please submit both your CV and a covering letter **of no more than 2 pages** explaining why you are applying for the role and how you are suitable for it. The person specification on pages 7–9 of this pack will help you in this.

Please make sure to specify which country you are based in – to be employed by Viva in that country, you will need the right to live and work there.

The closing date will be midnight (GMT) on **Sunday 26 May 2024** and interviews will be on zoom in the week commencing **10 June 2024**.

You can apply through CharityJob (www.charityjob.co.uk) or send your application directly to hr@viva.org

Please do contact us if there are any accessibility-related adjustments we can support you with in the application process.

If you have any queries about the role or anything to do with the application process, please get in touch with Miriam Kniffen, our HR Administrator, at hr@viva.org

We are looking forward to hearing from you!

Viva, CMS House, Watlington Road, OX4 6BZ, UK

Telephone: **+44 (0) 1865 811660** • Website: **www.viva.org**

Viva is an operating name of Viva Network. Viva Network is a company limited by guarantee no. 3162776, registered charity no.1053389, and registered in England at the above address.

