

Job announcement



The Urban Movement Innovation Fund

Via Rockefeller Philanthropy Advisors

Monitoring, Evaluation and Learning Officer

Location: Flexible location, remote working from home.

Salary: GBP 40,000 - 45,000 for UK location, adjusted based on the cost of labour for the country in which the candidate resides. Salary will be determined based on experience and qualifications. Candidates must have the right to work in the country they are applying from.

Reports to: Monitoring, Evaluation and Learning manager.

Contract Type: Permanent employment.

Background

The Urban Movement Innovation Fund (UMI Fund) works to connect, align, and strengthen people power for a more socially just, zero carbon future. Drawing together and amplifying the efforts of NGOs working on technical solutions, or working with policy makers, with those of campaign or grassroots groups and movements working to increase citizen engagement and activity. UMI Fund's goal is to dramatically accelerate humanity's transition to a zero-carbon world. UMI Fund is a convenor of the field, an advisor to philanthropy, and a grant maker.

UMI Fund believes that people-powered movements are critical to creating a zero-carbon world, generating the drive and popular support necessary for huge political, cultural, and technological shifts. In order to grow in our set direction and meet our strategic plan, we are in urgent need to build a team to help us strategically reach our goals.

The UMI Fund team is small, with a large portfolio of grants. As part of the team, reporting to the MEL manager, the MEL officer will work with the whole team to help monitor and manage a portion of these grants and the associated grantee relationships and needs. The successful candidate will have the opportunity to explore various climate change linked issues and to work with truly inspirational partners from all over the world. This position is full-time and home-based; being part of a fully remote working and internationally distributed team.

Primary Responsibilities

UMI Fund has a small team that operates collaboratively and flexibly with sometimes overlapping responsibilities. Team members have specialisms, but we avoid being siloed in work delivery. Within the team, the MEL Officer will have a particular focus on the following:

Grantee partnership

- Assist with co-developing MEL plans for new grantee projects and for UMI Fund's grant-making as well as implementing MEL activities for the Fund as directed.
- Coordinating meetings under the direction of the MEL manager (e.g., scheduling across multiple time zones, ensuring meeting purpose and agendas are set, sending invitations, update, and logistics emails, note taking and following up on meeting actions).
- Surveying, collecting and collating feedback for all meetings and convenings as directed.
- Conducting UMI Fund's annual movement health survey (including sending out surveys, prompts/reminders to complete, synthesise feedback).
- Summarise meeting / convening notes, workbooks, zoom chats etc - synthesise key takeaways / points to follow up on per meeting and share with participants.
- Assisting the MEL Manager and programme staff in undertaking grantee check ins and gathering input for quarterly board updates.

UMI Fund evaluation, learning and impact

- Collaborate with colleagues to help find the most effective ways of communicating UMI Fund's impact (e.g., case studies, graphs etc.) and contribute to the development of impact reports.
- Grant proposal development support, particularly on MEL, where appropriate and directed.
- Assisting with moderation / administration of an online resource hub.
- Organising periodic MEL related convenings as directed in collaboration with Events Manager and other teammates.
- Producing regular grantee updates for the website, newsletter, and other reporting.
- Regular programme / project documentation for internal and external sharing.

Data management and processing

- Maintain project documentation including liaising with the UMI Fund administration manager, grantees and the UMI Fund fiscal sponsor to ensure contracts and other necessary information have been received, facilitating grant processing and management.
- Supporting grants administration as directed by the MEL manager (e.g., ensuring reporting dates / timelines / grant info / budgets etc is agreed with grantees).
- Where requested, advise on data collection and storage and proactively research new methods and systems to improve our approach to managing information.
- Undertake survey design and develop survey and feedback engagement strategy as directed.
- Database administration / management.
- Check the quality and accuracy of data. Support colleagues to enhance and/or streamline data management processes where possible.
- Ensure data is stored effectively and upholding data security alongside the rest of the UMI Fund team.
- Dealing with data requests.

Experience and Qualifications

The following offers an aspirational view of our ideal candidate profile; however, we encourage applications from candidates with a wide range of experiences and backgrounds, especially those from underrepresented groups.

- A good understanding of the principles in monitoring and evaluation.
- Competence in MS Office or Google Suite, with experience of data analysis using Excel/Sheets.
- Experience of internal impact monitoring and evaluation in a similar organisation.
- Experience of working with project data or in a monitoring and evaluation capacity, ideally in the context of projects funded through grants and contracts.
- Experience analysing complex information (quantitative and qualitative) and translating it into clear, understandable formats, for a variety of audiences, using a range of methods and tools.
- Experience of working with Theory of Change and other outcome-based frameworks.
- Experience of working in diverse and international teams.

Skills and Attributes

The following offers an aspirational view of our ideal candidate profile; however, we encourage applications from candidates with a wide range of experiences and backgrounds, especially those from underrepresented groups.

- Tact, humility, flexibility, openness, and a good sense of humour.
- Proven experience in building and maintaining positive work relationships and partnerships.
- Excellent collaborative and facilitation skills.

- Excellent workload and time management skills with the ability to manage a busy workload delivering high quality work to deadline and under pressure.
- High level of attention to detail.
- Able to write clearly, adapting styles to meet the needs of different audiences with a proven track record in writing accurate, concise, and powerful reports for funders and other stakeholders.
- Commitment to teamwork, with the ability to develop positive relationships with colleagues across the whole organisation.
- Problem solving and adaptive approach to dealing with data gaps and incomplete data sets.
- Clear communication, both written and oral, appropriate to a variety of audiences.
- Fluent in English; additional languages could be an advantage.
- A demonstrated commitment to the values of inclusion, equity, and social justice.

How to apply

Please send a letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to Isabel Leal at isabel@darylupsall.com. Please ensure that they are sent as Word documents with the titles “your name cover letter” and “your name CV” Please put “UMIF – MEL Officer” in the email subject line. Also please let us know where you saw the post advertised.

****For all locations:*** Applicants must have the right to legally live and work in the country where they wish to be based.

UMI Fund is committed to safeguarding and promoting the welfare of children, as detailed in [our child and adults-at-risk safeguarding policy](#). We expect all staff to share this commitment. Please note that the successful candidate may undergo reference checks and be required to provide a police record prior to starting employment.

The deadline for applications is Sunday 5th June 2022

Daryl Upsall International actively promotes equality, diversity, and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability, or sexual orientation.