

## **Irish Hospice Foundation: Monitoring and Evaluation Lead** **(<https://www.activelink.ie/node/116353>)**



### **Monitoring and Evaluation Lead**

#### **Who We Are**

Irish Hospice Foundation (IHF) is a national charity that addresses dying, death and bereavement in Ireland. Our vision is an Ireland where people facing end of life or bereavement, and those who care for them, are provided with the care and support that they need.

Through advocacy and education, and the provision of services such as Nurses for Night Care and the Bereavement Support Line and our national programmes such as Hospice Friendly Hospitals, Dying Well at Home and Caru – Supporting Care & Compassion at End of Life in Nursing Homes, Adult Bereavement Programme and Irish Childhood Bereavement Network, IHF works to ensure that every person in Ireland can die and grieve well, whatever their age and wherever the place.

#### **About the Role**

**Job Purpose:** The Monitoring and Evaluation Lead in IHF will support the adequate design, implementation and management of monitoring and evaluation structures and systems to assess the impact and effectiveness of programs, projects, or interventions. The M&E Officer will play a pivotal role in shaping and implementing an overarching evaluation approach across various IHF programs and areas.

The role's primary function is to develop and implement monitoring and evaluation frameworks, systematically collect and analyse data, and generate reports to inform decision-making, outline program impact, improve their outcomes and further interventions.

**Salary:** €45,101-€53,060

**Contract Type:** 2 Years Fixed Term, Full Time (37 hours a week)

**Job Location:** Our offices are based on Nassau St., Dublin 2. We have a hybrid work model in place (a minimum requirement of 2 days a week in the office).

**Reporting to:** Director of Research

#### **Responsibilities:**

- Develop monitoring and evaluation frameworks, plans, and impact indicators for projects or programs.
- Design data collection tools, surveys, and methodologies to gather qualitative and quantitative data. Support implementation data collection activities, including surveys, interviews, focus group discussions, and other relevant methods.
- Manage datasets in a collaborative manner and maintain them at a high-quality standard. Oversee data quality, support the progress of data collection and recording of KPIs addressing possible present or emerging challenges in these.
- Establish and maintain a robust data infrastructure to facilitate ongoing monitoring, evaluation, feedback, and learning initiatives.
- Collaborate and support organisational programmes in identifying and contributing to reporting data on IHF's key strategic pillars (Conversations About Death, End of Life & Dying and Bereavement & Grief).

- Contribute to the development of comprehensive procedures, processes, and systems to support a culture of continuous learning and knowledge sharing throughout the organisation.
- Work closely with the Senior Management and Program Directors to create and facilitate learning cycles that support continuous improvement and provide programme teams valuable insights into the impacts of programmes and strategies.
- Develop detailed project and research plans, timelines, adequate KPIs (both long and short term) and tailored impact measures (soft and hard measures), and reporting mechanisms.
- Analyse data using statistical and qualitative analyses techniques to assess programme, projects and intervention performance, impact and outcomes.
- Prepare and present reports, dashboards, and visualisations to communicate findings and recommendations internally and externally (to partners and stakeholders).
- Share data-driven insights to inform strategic decision-making and enhance the overall implementation of programmes.
- Prepare quarterly data reports aligned with the objectives in the organisation's business plan and impact report.
- Participate in program planning, review, and evaluation meetings to contribute insights and recommendations.
- Ensure compliance with ethical standards, data privacy regulations, and organisational policies in monitoring and evaluation activities.

## Supporting the organisation

- Support organisational learning and continuous improvement efforts through feedback mechanisms and reflective practices.
- Contribute to the organisation's credibility and visibility, and its improvement, within its field of activity and within philanthropic community, with both public and private partners and donors.
- Enhance the ability to collect, document, and effectively communicate results and programme impact to key stakeholders.
- Collaborate on funding proposals, ensuring alignment between partner capabilities and project requirements.
- Proactively identify and incorporate best practices and innovative strategies relevant to the IHF ensuring its effective evaluation and monitoring methodologies

Any other tasks as may be assigned by the manager or designated person.

## Qualifications and Experience

IHF is open to applications from candidates who have experience in most but not all of the following areas. The successful candidate will be supported through their induction to increase their knowledge and ability to deliver on the responsibilities outlined here. Further training and ongoing support will be available.

### Essential:

- Master's degree (Level 9) in social or health sciences, statistics/data science, international development, or a related field is required, along with proven professional experience in monitoring and evaluation roles.
- Strong analytical, communication, and project management skills are essential in this role.
- Experience in designing and implementing monitoring and evaluation frameworks.
- Expertise in developing and refining data collection tools and databases. systems.
- Professional experience in data management, data quality assessment and oversight.
- Familiarity with various monitoring and evaluation tools and methodologies.
- Attention to detail to ensure data accuracy and reliability at planning, collection and reporting stages. Thoroughness in designing and implementing M&E frameworks.
- Proven experience in defining and evaluating long term and short-term KIPs and adequate measures of impact (hard and soft impact measures/outcomes) for health and social care programmes and interventions.
- Proficient in quantitative and qualitative data analysis using tools such as Excel, SPSS, or other statistical software.
- Strong analytical skills to interpret and present data in a clear and meaningful way.
- Proficiency in dissemination and knowledge translation of findings.
- Ability for critical thinking and problem solving.
- Excellent communication skills.
- Capacity to work with competing demands and responsibilities.
- Capacity to adapt to changing circumstances and evolving project requirements. Flexibility to navigate diverse contexts and challenges.
- Project management and delivery of outputs in a timely and efficient manner
- Strong interpersonal skills to collaborate with diverse stakeholders, including program managers and external partners.

- Ability to work independently and as a team member. Capacity to work effectively and collaboratively in a team-oriented environment.

## Desirable:

- Understanding of the area of death and dying or palliative care or similar fields.
- Familiarity or experience with non-profit, health or government sectors.
- Willingness to explore innovative approaches to monitoring and evaluation.
- Proactive in seeking out new technologies and methodologies.

The above Job Specification is not intended to be a comprehensive list of all duties involved, and, consequently, the post holder may be required to perform other duties as appropriate to the post that may be assigned to them from time to time and to contribute to the development of the post while in office.

## Benefits Include

- **Pension:** As a member you will be required to make a pension contribution of 5% on your gross annual salary. IHF will contribute 10% on your behalf to a company contributory pension scheme.
- **Death in Service:** 4 times annual salary
- **Income Protection:** 75% of salary and cover pension contributions
- **Annual Leave:** 23 days per year (increased with service)
- **Additional Leave Days:** Closure of the office on Good Friday, half day Christmas Eve and time between Christmas and New Year
- **Sick Pay:** Up to 6 months certified sick leave
- **Hybrid Work Arrangement:** 2 days working from the office
- **Maternity Leave:** 26 weeks fully paid maternity leave (less social welfare benefits)
- **Adoptive Leave:** 24 weeks fully paid adoptive leave (less social welfare benefits)
- **Paternity Leave:** 2 weeks fully paid paternity leave (less social welfare benefits)
- **Sabbatical Leave:** Opportunity to take Sabbatical leave after 5 years of service
- **Opportunities for training and workplace development**
- **Flexible work options**
- **Access to our Employee Assistance Programme**
- **Travel (bike-to-work schemes/tax saver commuter tickets)**

## Application Procedure

Closing date for applications is **16th July 2025**

Applicants should submit a CV (max. 2 pages), detailing relevant experience, along with a covering letter outlining the reasons they believe they are suitable for this role.

- Applicants will be short-listed based on information supplied.
- Late or incomplete applications will not be accepted.
- Should the person recommended for appointment decline, or having accepted it, relinquish it, or if an additional vacancy arises, IHF may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates must be legally entitled to work in Ireland at the time of application.

If you require accommodations to be made during the recruitment process, or have questions relating to accessibility, please contact us.

**Job link:** [/irish-hospice-foundation/jobs/32367/monitoring-and-evaluation-lead-dublin-2](https://login.hirelocker.com/irish-hospice-foundation/jobs/32367/monitoring-and-evaluation-lead-dublin-2)  
(<https://login.hirelocker.com/irish-hospice-foundation/jobs/32367/monitoring-and-evaluation-lead-dublin-2>)

### Region

Dublin 2 / Hybrid

### Date Entered/Updated

23rd Jun, 2025

**Expiry Date**  
16th Jul, 2025

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