 

**Job Description**

**POST DETAILS:**

**Job Title:** Monitoring Officer

**Location:** Belfast or Sligo (with responsibilities in both regions)

**Salary:** £29,000/€33,350 per annum pro rata

**Hours:** 20 hours per week [with options considered for a full time position if skills set/experience matches other roles being advertised, eg Finance Officer or Administrative Officer]

**Role Brief:**

The Rio Ferdinand Foundation are recruiting an experienced Monitoring Officer to oversee the monitoring and evaluation of an exciting new cross-border PEACE Academy programme in Belfast and Sligo, funded by the Special EU Programme Body (SEUPB) PEACEPLUS programme <https://www.seupb.eu/>

The aim of this new three-year programme, is to deliver and evidence a PEACE Academy pathway of engagement, learning, social action and employability that will inspire young people from communities in Northern Ireland and Ireland to create shared experiences and build a long-term response to sectarianism, racism and hate on a cross community and cross border basis.

We are seeking an experienced monitoring professional who can lead on monitoring and evaluation of this programme utilising the VIEWs monitoring software developed by the UK Home Office.

**KEY DUTIES/RESPONSIBILITIES:**

This role will:

* Work with the senior management team to establish and implement a robust monitoring, evaluation and learning framework for the programme with key data capture tools in place from the outset.
* Be responsible for the roll-out of monitoring data capture tools and points and ensuring that all monitoring and evaluation procedures are implemented and adhered to.
* Work with regional Coordinators and our Training Officer to ensure all monitoring data is captured and recorded against targets
* Work with our regional Coordinators on the development of qualitative data capture e.g., case studies and feedback sessions/surveys alongside quantitative data capture tools.
* Be responsible for data collection, entry, management and quality assurance utilising our VIEWs monitoring software developed by Substance for the UK Home Office
* Run regular monitoring reports and sharing with our regional Coordinators and Programme Manager
* Input to funder reports and attending meetings as and when required.
* Work with an appointed external research agency on an independent impact evaluation of the programme ensuring their data capture requirements are embedded alongside our own.

**Person Specification/Key skills:**

*Essential*

* + Currently resident in the Republic of Ireland or Northern Ireland
	+ Degree level education or similar experience
	+ Experience of designing and implementing robust monitoring, evaluation and learning frameworks for outcome driven projects
	+ Experience of designing and managing a range of data collection tools
	+ Experience in data entry and management utilising the VIEWs monitoring software
	+ Experience of monitoring and evaluation reporting for diverse and complex projects
	+ Experience of working with external research agencies to facilitate impact evaluation
	+ Ability to build positive working relationships with young people, community stakeholders, colleagues and partners
	+ An interest/experience in Youth work
	+ Ability to prioritise and manage workload in a fast-paced environment
	+ Competent working independently as well as part of a small team
	+ A confident communicator with good written and spoken English
	+ IT skills including Microsoft office and VIEWS
	+ Experience in writing reports to meet agreed deadlines
	+ Positive and enthusiastic with a can-do attitude.

*Desirable*

* Experience of working on a government or public sector funded programme such as SEUPB.

 **Role Requirements**

At Rio Ferdinand Foundation, we are committed to working in a diverse organisation and strive to provide equality of opportunity for all. We encourage and welcome applications from individuals, regardless of age, disability, sex, sexual orientation, gender reassignment or identity, pregnancy and maternity, race, religion or belief and marriage and civil partnership.

If as a disabled applicant (as defined under the Equality Act 2010) you would like to request that your application is considered under our Guaranteed Interview Scheme (GIS) please let us know.

**As part of our commitment to safeguarding, successful candidates will be subject to an enhanced Access NI check or Garda Vetting.**

Applicants must be able to provide proof of eligibility to work in Ireland and the UK.

**Application Deadline** – Tuesday 2nd of September [we will be reviewing applications received before the deadline]

**Interviews** – Monday 7th to Wednesday 10th September