



Job Description

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| Job Title: | Monitoring, Evaluation and Learning Manager |
| Position Type: | Paid/Part time |
| Reports to: | Development Manager |
| Based at: | School Food Matters, The Bridge, 7b Parkshot, London TW9 2RD |
| Working Hours: | 3 days per week, 9am-5pm. Monday plus two flexible days |
| Salary: | £35,215 FTE equating to £21,129 for 0.6 FTE |
| Pension: | School Food Matters matches pension contributions at 5% of pensionable earnings |
| Holiday: | 19 days including bank holidays that fall on working days |
| Contract: | Permanent |

About School Food Matters

School Food Matters (SFM) exists to teach children about food and to improve children's access to healthy, sustainable food during their time at school. We provide fully funded food education programmes to schools. Our experience delivering these programmes informs and strengthens our campaigns, bringing the voices of children, parents and teachers to government policy.

[Healthy Zones](#)

Funded by Impact on Urban Health (IOUH), this five-year programme will work with 80 primary and secondary schools in Lambeth and Southwark to tackle childhood obesity. Building on our pilot programme, we have developed a variety of activities to improve the food on offer throughout the school day. We will consider the needs of each school and offer support accordingly. This will include support to develop and implement food policies and/or to introduce healthier food to after school and breakfast clubs.

About the role

SFM is looking to appoint a suitably qualified manager to lead the monitoring, evaluation and learning of the Healthy Zones programme. This role will be key to understanding the effectiveness and impact of the programme and building an evidence base of what works to inform future changes in practice and policy. They will set up, lead and champion learning processes so that they can support project teams to use findings effectively.

The role will involve overseeing and providing support to the external evaluator (ICF) as well as coordinating with various partners; securing access to relevant project information and documentation; collating and cleaning data; leading the review of evaluation outputs; and documenting the lessons learned throughout the process to inform the overall evaluation. It is critical that this person can work well with the external evaluator to share formative learning with the project team and our funder (IOUH) to aid and improve programme delivery.

We are seeking someone with an eye for detail, proven experience conducting research and data analysis, an ability to effectively communicate evaluation findings to a range of audiences, and a track record of developing strong relationships with partner organisations.

Key tasks:

Coordination

- Support the external evaluator to implement data collection tools
- Document the implementation of the evaluation including completion of milestones/deliverables and provide regular updates to the Healthy Zones programme team and funder
- Coordinate data collection and monitoring activities between the programme team and external evaluator
- Coordinate findings to inform programme learning
- Keep the external evaluator updated about changes to programme delivery or evaluation context
- Facilitate access to the necessary information, data and contacts required for the evaluation

Data collection and analysis

- Review data collection methods and processes, collate and prepare monitoring data, and gather learning across all SFM's food education programmes
- Collate and prepare monitoring data (as required) and perform regular quality checks
- Ensure adherence to ethical and data protection standards throughout the evaluation
- Continually monitor and update existing Logic Models and Theory of Change approaches to evaluation and impact management across the Healthy Zones programme to inform our work and strategic approach

Report writing and presentation

- Coordinate the writing of the interim evaluation report after three years of the programme, setting clear expectations for what should be included
- Assist with the presentation of the results to both internal/external audiences

The Monitoring, Evaluation and Learning Manager will also undertake any other tasks relevant to the affairs of SFM that may arise from time to time. Therefore, being flexible and approaching the job with an open and positive mindset is essential!

Person Specification

Essential

- At least two years' experience leading the implementation or management of monitoring, evaluation and impact projects
- Understanding of theories, concepts and approaches to evaluation and demonstrable expertise of monitoring, evaluation and impact frameworks and systems
- Ability to implement data collection and collation using both qualitative and quantitative research methodologies
- Experience of setting up or managing learning and/or using evidence to improve interventions
- Experience of building and maintaining strong working relationships with external contractors or partners
- Experience of managing databases and interpreting and analysing large volumes of data
- Clear and concise writing skills
- Strong data collection and analysis skills
- Good understanding of data management and GDPR

Desirable

- Experience of conducting evaluation/research in schools with children
 - Experience working remotely and/or with an organisation that has remote workers
 - Experience working in the charity sector
 - An interest in children's health, campaigning and environmental issues
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Applying for this job

Once you have thoroughly read this job description and had a careful look at our website, please complete the application form [here](#). The electronic form cannot be saved so we suggest you use the word document [here](#) as a template.

Applications must be submitted by midnight on **Sunday 22 May 2022**. Interviews will be held at our offices on **Tuesday 7 June 2022**.

Please note:

School Food Matters is committed to safeguarding and promoting the welfare children and young people and expects all employees to share this commitment. If you are offered employment, you may be subject to a Disclosure and Barring Service record check by the Disclosure and Barring Service.

School Food Matters is committed to recruiting staff on merit. We will endeavour to make new opportunities available to a wide variety of eligible candidates to promote diversity and equality of opportunity.

School Food Matters is only able to employ people who are entitled to work in the UK and cannot assist with work permit or immigration issues. We are unable to help find accommodation in London.

April 2022