



JOIN US

**AND HELP KEEP CHILDREN
SAFE IN THE UK, INDIA
AND EAST AFRICA**

MONITORING, EVALUATION AND LEARNING MANAGER

RECRUITMENT PACK

children RAILWAY
Fighting for street children



WE BELIEVE IN A WORLD WHERE EVERY CHILD CAN THRIVE, NOT JUST SURVIVE

At Railway Children, we fight for vulnerable children found alone and at risk on the streets, and around railways, where they face abuse and exploitation.

They find themselves living on the streets because they've nowhere else to go and nobody to turn to.

Every day we fight to change their story.

VULNERABLE CHILDREN ARE ABUSED, PIMPED, BEATEN, SOLD AND TRAFFICKED

Abusers know exactly where to find them and how to lure them in. Once in their hands, most street children are lost forever. We're there to reach them first.

With projects in the UK, India and East Africa, we aim to reach these children as soon as they are in danger and intervene before an abuser can.

Our pioneering work enables us to get to children before the streets get to them.



WE MAKE SURE CHILDREN ARE SAFE, AND KEEP THEM SAFE FOR GOOD

WE DO THIS IN THREE WAYS

ON THE STREETS

We seek to reach a child on the streets before abusers, drug dealers and traffickers do. Finding them shelter, food and support is the first step.

IN COMMUNITIES

We work with families, neighbours and wider communities to raise awareness, change perceptions and to help all children get the support they need to stay safe.

WITH GOVERNMENTS

If the system doesn't change, nothing does. We lobby governments, pressurise and campaign until we get the policy changes that keep children safe, well and off the streets forever.



WE WILL NEVER STOP FIGHTING FOR THE CHILDREN THAT NEED US

At Railway Children, we see ourselves as warriors, united in changing the long-term future for children living alone and at risk on the streets.

Our passion and values underpin everything we do. They unite us and provide the energy and optimism that drives us to work harder and harder for the children and young people we are privileged to help.

If you share our passion and our values, the chances are, you'll fit right in.

Effectiveness

Our work is constantly judged on results and impact and then assessed to ensure maximum return on investment, both in our programme outputs and financially. Every penny of donors' money is invested with care and attention to detail.

Innovation

We think outside the box, and are constantly reviewing our work to find new and improved ways of doing the best for our beneficiaries. We are a leader, not a follower and constantly push ourselves to deliver sector leading work.

Bravery

We are not afraid to push the boundaries, ask the tough questions, try new things or challenge the norm in order to change the world.

Honesty & Integrity

We will always act with integrity towards our supporters, partners and peers, acting in the best interests of our beneficiaries at all times.

Sound like you? Then read on...



THE ROLE

MONITORING, EVALUATION AND LEARNING MANAGER

Department:	UK Programme
Location:	Home-based with travel to Sandbach and UK Programme Team locations
Responsible to:	UK Programme Director
Salary:	£34,000 - £36,000
Part-Time:	30 hours per week

JOB PURPOSE

Lead on the collection, management, analysis, and dissemination of data for the Railway Children UK Programme to ensure that we demonstrate our impact both internally and externally and are learning from our practice.

KEY RESPONSIBILITIES

MONITORING AND EVALUATION

- Work with the Programme team to identify and remedy gaps in outcome measurements and conducting analysis of impact.
- Contribute to the ongoing development of the outcome framework and effective measurements of change whilst ensuring the outcomes identified are consistent with the UK Programme Theory of Change.
- Conduct ongoing analysis of data; provide monthly data reports and deep dive into data as requested contributing to ongoing quality improvement.
- Provide quarterly outcome reports including data and analysis data reviews of referral and output data for both internal and external audiences.
- Be responsible for data cleaning and work with the Regional Managers contributing to the Railway Children quality standards.
- Be the data lead on the programmes case management system (CMS) currently Lamplight (LL); respond to staff queries and liaise with the LL support desk as required.
- Lead on induction and training on the CMS for all programme staff and identify areas of learning supporting the Regional Managers in ongoing staff development.
- Be proficient on Excel and able to support efficient monthly reporting in presenting data visually for maximum impact
- Provide reports to Fundraising and Marketing and develop ways they can engage with anonymised data and respond to internal requests for information to enable effective fundraising and marketing.
- Work as part of the Programme management team to develop the assessment framework to ensure its effectiveness in measuring our impact.
- Report to British Transport Police on the impact of the partnership.
- Develop and report on beneficiary feedback mechanisms.
- Manage the contracting of external evaluations and lead on

the liaison with and provision of information to any ongoing external evaluations of our practice and work.

STAKEHOLDER ENGAGEMENT:

- Work with the Programme Director and SRS Partnerships Manager to evaluate the effectiveness and impact of the SRS.

TRAINING:

- Support the SRS Training Officer to evaluate the effectiveness of training programmes.

GENERAL DUTIES (ALL STAFF)

- Uphold and work within Railway Children's policies and procedures.
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children's core values of Integrity, Bravery, Innovation and Effectiveness across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

PERSON SPECIFICATION

EXPERIENCE

- Substantial experience of data management in the charity sector, with responsibility for the collection of consistent, high-quality data that is used to inform programme development.
- Experience of developing monitoring and evaluation processes and practices, and of upskilling and equipping staff to use them effectively.
- Experience in producing actionable and meaningful insights for operational and strategic decision-making.
- Previous experience of conducting social quantitative and/or qualitative analyses within the public/voluntary sectors

EDUCATION/QUALIFICATIONS

- Competence in Excel and office packages
- Experience in Case management systems and databases
- Qualification in relevant field or substantial experience working with data

KNOWLEDGE AND SKILLS

- Competent in presenting data in an accessible way
- Ability to work with a considerable degree of autonomy and consistently meet deadlines
- A pro-active approach: to be self-motivated with the ability to seek out improvements and methods of working
- Sound understanding of the issues faced by the children we work with and the importance of safeguarding.
- An understanding of GDPR and the ethics of working with sensitive data
- Excellent communication skills with a wide range of people, both written and verbal, able to persuade and challenge.

- Ability to present information appropriately and clearly to a wide range of contexts, including individuals, professional and academic audiences.
- Highly skilled in use of databases and able to quickly learn new systems.
- Excellent analytical skills, including proficiency in using data analysis software.

APTITUDE

- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values
- Self-motivated and committed to personal development
- Flexible and committed
- Effective time management skills and an ability to prioritise tasks and work flexibly to deadlines
- Understanding of the importance of an organisational Code of Conduct and Safeguarding policy.



A GREAT PLACE TO WORK.

THE BENEFITS

As well as helping some of the world's most vulnerable children and young people, there are some great perks if you're lucky enough to work for Railway Children.

Project Visits

Where possible we encourage our staff to visit our projects and experience the work we do. That could be here, India, or East Africa.

Time Out

You will start with 25 days holiday per year to recharge the batteries, after three years this will increase by an extra day per year until you reach a very relaxing 30 days leave.

Pension

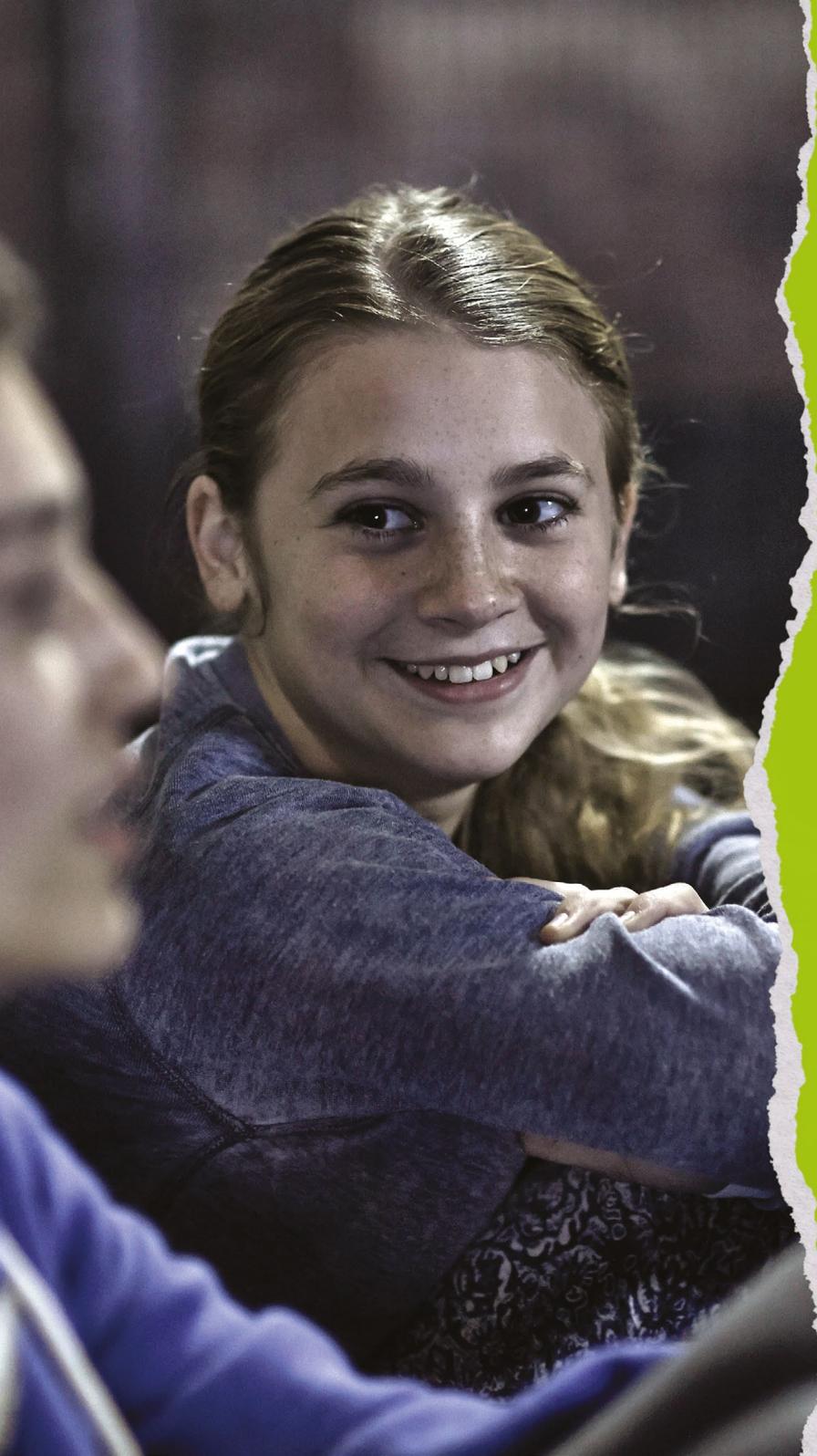
We offer a pension contribution of 6% of annual salary.

'Railway Children Day'

We might not be able to fund a Christmas party but because our Trustees value what we do, they grant an additional day per year where the office is closed, usually around Christmas time.

A culture we're proud of

Driven by our CEO, family values are at the heart of our culture and make Railway Children an incredible place to work. As well as a flexible working environment, it's one of the reasons why our staff retention is so impressive.



STILL INTERESTED?

HOW TO APPLY...

To apply for this position, please complete the application form at www.railwaychildren.org.uk/jobs and return it to jobs@railwaychildren.org.uk. Please note that Railway Children will only accept applications made using this application form and will not accept CVs.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including criminal records check.

Closing date: 12pm on Monday 23rd May 2022
Interviews planned for Wednesday 1st June 2022

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application. Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

THANK YOU.

RAILWAY
children
Fighting for street children