

## Monitoring & Evaluations (M&E) Officer

> **Reporting to:** Fundraising and Grants Manager

> **Contract Length:** 3 months (10h a week)

### > Role Objective:

The M&E Officer works with the Fundraising and Grants Manager to work with and modify current M&E tools that work to observe trends, distribution data and impact in all projects. The M&E Officer role will include tasks such as monitoring and reporting on accumulated data, observing trends, reporting on key observations, and ensuring the data stays reliable and organised. As a member of the M&E department, the M&E Officer helps ensure that tasks are reported accurately, in a timely order and uses findings to support the services Collective Aid offers.

The purpose of the role is to ensure the project and aims of Collective Aid are being achieved by identifying problems early and adapting our services to meet the needs of those who use our services. By having a direct presence on the field, the M&E Officer is able to more responsively monitor impact and bring essential feedback to the M&E process.

### > Essential Responsibilities:

- Being the focal point of M&E for all projects in France, Serbia and BiH.
- Track and observe data coming in, and troubleshooting spreadsheet errors
- Observe key trends and impact information to report to the Fundraising and Grants Manager.
- Create monthly reports highlighting M&E findings and responses.
- Help develop stronger M&E tools, take part in developing strategies and implementation with support of Fundraising and Grants Manager.

### > Skills and Expectations:

- Excellent communication.
- Confidence in Google Suite and basic competence in Google Sheets.
- Understanding of the project overall, the needs, and project practices.
- Independent problem solving.
- Ability to conceptualise complexity and apply solutions.

- M&E experience is an asset

**> Working Conditions:**

The M&E Officer will be splitting their time between volunteering duties at one of our three projects, doing day-to-day activities ranging from field-work, being involved in warehouse activities, and working at our Centre (Calais). Additionally, approximately 10 hours a week will be dedicated to tasks reserved for M&E work as described above.

**> Working in Serbia/Bosnia/France:**

Each project remains unique in both the experiences people on the move face in each country, as well as through the work you will be doing. In northern Serbia you will work along the border supporting people living in locations throughout, often forced to sleep in abandoned buildings or in forests. In Calais, you will be supporting displaced people sleeping rough throughout the city, sleeping in tents in locations that are evicted daily by the police to prevent more permanent settlements. Finally, in Sarajevo, you'll find yourself supporting most people sleeping in temporary reception centres on the outskirts of the city, while conducting outreach to support those who are elsewhere in the city.