

Job Title:	MEAL Coordinator
Department:	International Programmes Department
Location:	London
Reports to:	Head of International Programmes
Line Management responsibility:	None
Budgetary Responsibility:	None
Child safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>
<p>Job Purpose:</p> <p>Responsible for the development and implementation of effective and coordinated MEAL systems across Muslim Aid’s programmes in support of quality service delivery.</p> <p>The MEAL Coordinator’s mandate covers all Muslim Aid programmes. You will be responsible for the effective delivery of our new Monitoring, Evaluation, Accountability & Learning policies and procedures in the UK and overseas. The primary objectives are to:</p> <ul style="list-style-type: none"> • Learn from past experience; • Improve service delivery, planning and resource allocation; and • Demonstrate accountability to ourselves and our stakeholders. <p>Working closely with staff and partners at both Muslim Aid in London and in the country offices, you will support and lead MEAL efforts throughout Muslim Aid.</p>	
<p>Key Accountabilities:</p> <p>Develop and oversee programme MEAL systems</p> <ol style="list-style-type: none"> 1. Provide strategic guidance on Muslim Aid’s MEAL services. 2. In close coordination with Muslim Aid HQ, country teams and other affiliates and partners, design and implement systems, processes and tools that ensure quality, consistency and best practices in planning, monitoring, evaluation, reporting, accountability and learning. 3. Support Muslim Aid HQ and country offices to mainstream and improve their MEAL functions, both remotely and through field visits, with a specific focus on data collection, validation, and accurate and timely monitoring and reporting. 4. Review, apply and monitor Muslim Aid MEAL policies and procedures to ensure they are fit for purpose. 5. Contribute to the development and deployment of the MEAL component of the Muslim Aid Programme Management Manual (PMM). 	

6. Support all Muslim Aid programme teams and partners in the process of tailoring MEAL tools and practices to different country contexts and programmatic (e.g. emergency), while ensuring consistency of Muslim Aid's MEAL policy.
7. Promote the dissemination and use of evidence, evaluative and learning exercises throughout the organisation, and ensure that learning and sharing of best practices occur.
8. Design and deliver key learning projects that incorporate the use of robust evidence into future programme design.

Capacity Building, Representation and Networking

1. Provide technical assistance and support Muslim Aid staff in MEAL processes at regional, national and local levels; in particular, in the collection of quantitative and qualitative information from various sources.
2. Conduct training for Muslim Aid HQ and country office staff on programme standards and best practices, develop their knowledge, skills and competencies needed for effective monitoring, evaluation, learning and accountability.
3. Train and provide technical assistance for capacity building of partners to implement MEAL to Muslim Aid standards.
4. Provide support and guidance for target groups within communities to enhance their participation in MEAL where appropriate.
5. Monitor the quality of MEAL across Muslim Aid and provide ad hoc support for improvement.
6. Promote and facilitate the sharing of MEAL experiences, lessons learned and best practices among Muslim Aid staff and with affiliates.
7. Provide external representation for Muslim Aid's MEAL Services with partner organisations, networks, and other key sector initiatives.
8. Nurture and support a growing culture of transparency and accountability at Muslim Aid.

MEAL Data - Insights, Analysis and Presentation

1. Provide comprehensive analysis and presentation of MEAL information on Muslim Aid programmes.
2. Oversee the collection of MEAL data from Country offices and Partner offices at regular intervals as per Muslim Aid MEAL policies and procedures.
3. Compile Muslim Aid HQ and country monitoring data into clear reports, which reflect activities, outputs and outcomes, provide accountability, and demonstrate impact.
4. Work with Muslim Aid HQ and country communications teams to ensure robust internal and external communications, which promote the sharing of expertise and knowledge, and promote capacity building.
5. Establish and employ platforms and mechanisms that allow for regular input/feedback and the documentation and dissemination of learning around core products, processes and approaches, ensuring that we continually learn, adapt and improve.
6. Manage and support country teams in the appointment of core staff and external consultants for MEAL purposes, including drafting terms of reference, providing review and evaluations of proposals, and validating reports.
7. Coordinate and support local, national and regional level learning events.

Other

1. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
2. To comply with all policies, procedures, legal and regulatory requirements.
3. Any other duties commensurate with the accountabilities of the post.
4. Act as an ambassador for Child Safeguarding at all times.
5. Undertake overseas travel.

Continue to next page for the Person Specification

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Bachelor's degree in a relevant subject.	Essential	Application
Professional qualification in International Development, sustainable livelihoods, humanitarianism, programme management, or equivalent.	Desirable	Application
Other accreditation in Monitoring & Evaluation.	Desirable	Application
Post-graduate degree in a relevant subject.	Desirable	Application
Experience & Knowledge:		
Strong technical knowledge of M&E theory, MEAL systems and processes.	Essential	Application and Interview
Proven experience in reviewing, monitoring and evaluating programmes, and using quantitative and qualitative methods and approaches.	Essential	Application and Interview
Solid project management experience with the ability to manage multiple project strands simultaneously.	Desirable	Application and Interview
Experience in planning and managing surveys, developing and refining data collection tools, and with data quality assessments and oversight.	Essential	Application and Interview
Experience of using participatory approaches in development projects.	Essential	Application and Interview
Experience of working within an international organisation.	Essential	Application and Interview
Skills & Abilities:		
Fluency in English; excellent written and oral communication skills, including facilitation and cross-cultural communication.	Essential	Interview and Application
Research and analytical abilities.	Essential	Interview
Ability to mentor, lead and support staff.	Essential	Interview
Ability to accurately and systematically assess/evaluate environments, with an eye for detail and patience.	Essential	Interview
Manage complex information relating to projects, question inaccuracies and present information in an understandable and approachable way.	Essential	Application and Interview
Facilitation and training skills.	Essential	Interview
Strong inter-personal and relationship building skills.	Essential	Application and Interview
Very high levels of personal resilience and a willingness to operate in a highly complex, fast paced and challenging environment.	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by MA.	Essential	Application and Interview
Ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, and meet deadlines	Essential	Application and Interview
Ability to work in and with a diverse team.	Essential	Application and Interview
Ability to work under pressure and on own initiative.	Essential	Application and Interview
Ability to analyse and assess complex situations and develop policies.	Essential	Application and Interview
Willingness and ability to travel independently and work within challenging environments, sometimes at short notice.	Essential	Application and Interview
Strong attention to detail, organizational and time management skills	Essential	Application and Interview

Commitments:		
Demonstrable commitment to Children’s Rights.	Essential	
Commitment to Muslim Aid’s mission, visions and values.	Essential	
Commitment to Muslim Aid’s ethos.	Essential	
Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid’s Global Safeguarding Policy	Essential	

You will display the competencies below:	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	