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| **TITLE:   Research and Evaluation Coordinator** | | |
| **TEAM/PROGRAMME:**  Program Quality and Impact | **LOCATION:**  **UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.** Save the Children will not support with working visa in country of non-citizenship. | |
| **GRADE**: D2 / Nat 5 - Junior level | **CONTRACT LENGTH:**  2 years (possibility of extension) | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  Save the Children International works in all contexts to inspire breakthroughs in the way the world treats children, and create lasting change in children’s lives. Save the Children’s ambitious strategy places a strong emphasis on the key role of research and evidence in driving up our impact for children, both in our programmes and in our policy, advocacy and campaigns work.  The Research and Evaluation (R&E) Coordinator is a member of the Centre R&E Team. The primary role of the Research and Evaluation (R&E) Coordinator is to:   * Provide R&E team coordination and administrative needs. * Enable staff in SC offices and partners to deliver robust and ethical research, evaluation and evidence generation.   *Note that this role has limited direct involvement in conducting research, evaluations or other types of studies.* | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of R&E  **Staff reporting to this post:**  **Direct:**  None  **Indirect:** None  **Budget Responsibilities:** R&E team budget monitoring  **Role dimensions:** The role holder reports directly to the Head of R&E and involves working with diverse colleagues across a global matrix, membership-based organization. The postholder will need to work with colleagues on ethics, safeguarding, data protection, organisational learning and evidence quality, in addition to colleagues working on fundraising in a context where SC’s research and evaluation is predominantly funded through restricted funding partnerships. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Research and Evaluation Coordination**   * Provide administrative support to the R&E team, including procurement, HR, and knowledge management (file and folder management) needs. * Provide R&E team meeting and workplan coordination, including scheduling. Minutes and workplan/action tracker monitoring and reminders. * Provide coordination and workplan monitoring for key R&E groups, including the REL Agenda Technical Working Group and the SC R&E Community of Practice (once it is established) * Monitor the R&E investment and team budget and support with payments processing and tracking * Monitor the delivery and financing of studies conducted or commissioned by the R&E team to ensure they are commissioned and delivered on time, to budget and to a high standard.   **Research and Evaluation Agenda and Strategy**   * Support the Head of R&E to:   + Implement and monitor Save the Children’s Global Research, Evidence and Learning (REL) Agenda   + Disseminate and communicate the Global REL Agenda internally and externally   + Liaise with REL Agenda question champions to monitor and fill REL Agenda evidence gaps   + Provide guidance to Country and Member Offices developing and implementing Country Learning Agendas aligned to the Global REL Agenda * Support the development and communication of standards, procedures and guidance for research generation and use * Support the development and communication of resources for SC offices on research fundraising and partnership management * Provide occasional coordination support for the writing of research proposals, presentations and pitches * Provide occasional coordination support for the development of strategic research partnerships. * Support the R&E Director and Head of R&E with R&E Unit Key Performance Indicator reporting.   **Research and Evaluation Pipeline and Projects**   * Communicate with Regional Offices, Country Offices and Member Offices to incentivise and facilitate study uploads onto Save the Children’s Research, Evaluation and Assessments Pipeline and relevant knowledge management platforms including ResourceCentre.com * Monitor the Research, Evaluation and Assessments Pipeline and facilitate linkages with REL Agenda reporting and projects conducted by the Research and Evaluation Unit * Monitor the R&E pipeline of opportunities and liaise with Save the Children offices to secure upcoming research, assessments and evaluations to be conducted by the R&E Unit. * Disseminate and communicate remaining strategic evidence gaps in the Global REL Agenda and Research, Evaluation and Assessments Pipeline, especially among resource mobilisation teams in Member and Country Offices * Support the R&E Specialists to identify sources of evidence on internal and external evidence repositories, including Save the Children’s Awards Management System, Project Management System, ResourceCentre.com and other internal knowledge management platforms * Provide occasional ad-hoc research and evaluation support based on learning objectives - *Note that this role has limited direct involvement in conducting research, evaluations or other types of studies.*   **Other**   * Perform such other tasks and responsibilities as they arise. | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity   The post holder must commit to work in an international agency that respects racial diversity and fights racism in all forms; and to model positive behaviours and respect to all colleagues, partners and communities. | | |
| **QUALIFICATIONS**  Master’s degree in Social Sciences or relevant field or equivalent experience. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Significant years of experience in managing research, assessments and evaluations, including research proposals, pitches and partnerships. * High-level fluency in English, both verbal and written. * High-level management and interpersonal communication skills. * Experience with procurement, contracting and budget management * Experience working securing and maintaining partnerships, especially academic partners * Demonstrated ability to use project management-related tools and MS-Office (in particular Excel). * A flexible and initiative-taking attitude with the ability to manage and prioritise an unpredictable workload * Experience working effectively with diverse colleagues and managing teams in a remote-working environment.   **Desirable**   * Strong thematic background knowledge in at least one of Save the Children’s breakthrough areas: Survive, Learn and Be Protected; and themes (health and nutrition; child education; child protection; child poverty; and/or child rights governance). * Experience working for an international humanitarian or development agency. * Experience and knowledge of Save the Children’s structure, mandate and child focus. | | |
| **KEY COMPETENCIES**  **Technical competencies:**   * Collaborates with other functions and initiatives to strengthen the quality and use of qualitative and quantitative research and evidence data. * Creates opportunities for qualitative and quantitative data in research and evaluation to inform existing learning and research agendas * Leads on standardising qualitative and quantitative data approaches across the organisation.   **Generic Competencies**   * Be the innovator: Analyses and critically appraises a wide range of evidence and guides others to do the same * Be the innovator: Champions the use of evidence to influence policies and practice * Deliver results at scale: Leads coalitions to promote systems thinking and strengthening | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** Melissa Burgess | | **Date:** 14 December 2023 |
| **JD agreed by:** Michael O’Donnell | | **Date: 22 January 2024** |
| **Evaluated by:** | | **Date:** |