Job Description

Job Title: Senior Learning and Impact Advisor (SLA)

Job Purpose: To ensure that learning is embedded in Peace Direct’s work; to work closely with Peace Direct’s partners to strengthen knowledge and practice to measure impact and capture learning; to contribute to organisational learning; and to contribute to building an evidence base in relation to locally-led peacebuilding.

Responsible to: Head of Programmes and Research (HoPR)

Responsible for: No staff, though direct responsibility for commissioning evaluation consultants and managing these consultants

Main Responsibilities

i) To lead organisational learning efforts and ensure that learning is embedded in Peace Direct’s ways of working.

ii) To work closely with Peace Direct’s partners to jointly strengthen knowledge and practice to measure impact and capture learning.

iii) To lead the roll-out and ongoing development of a framework for measuring impact and supporting learning in ways which align with Peace Direct’s values and partnerships approach.

Key Tasks

To lead organisational learning efforts and ensure that learning is embedded in Peace Direct’s work and ways of working.

• Work with PD staff to ensure that a consistent approach to programme and partnership learning is adopted across the organisation and with all partners.

• Develop approaches and methods for capturing learning around peacebuilding efforts that are contextually appropriate and adaptive.

• Work with partners to identify and commission evaluations of work supported by Peace Direct, ensuring all evaluations meet high standards.

• Ensure that learning is disseminated both internally and externally, with the help and support of PD staff.

• Research peacebuilding learning good practice and adapt approaches and methods to integrate good practice.
• Ensure that good practice from Peace Direct’s existing programmes and from within the sector, is adequately shared and integrated across Peace Direct’s programmes.
• Support Peace Direct staff in the preparation of funding proposals and budgets by including high quality input on appropriate learning frameworks to be used in projects.

To work closely with Peace Direct’s partners to jointly strengthen knowledge and practice to measure impact and capture learning

• Support learning and exchange among partners and between Peace Direct and partners (both online and in person), building on existing strengths and knowledge.
• Develop learning resources and tools for and with partners to use in their work and support them in using those tools.
• Work with partners to effectively capture impact and lessons from their work.
• Navigate the boundaries and tensions between traditional donor MEL requirements and locally led and adaptive learning.
• Working with partners to understand their approaches to MEL and local accountability mechanisms, in order for Peace Direct to better advocate for them.
• Support Peace Direct’s staff and partners to develop and implement project specific MEL frameworks and develop relevant MEL tools where necessary and ensure that these contribute to the wider organisational MEL framework.

External Relations:
• Engaging with donors to shift their attitudes away from traditional extractive MEL approaches and towards locally appropriate solutions.
• Networking and information sharing within the peacebuilding sector, as well as other relevant organisations in the UK and abroad.
• Representation on relevant groups in the UK pertinent to Peace Direct’s work in MEL e.g. through attendance at meetings, in consultation with the HoPR.
• Liaise with consultants hired by Peace Direct as appropriate.

Internal Relations:
• Work very closely with Programmes and Research staff to help strengthen programmatic learning
• Ensure that programme and research learning feeds into Peace Direct’s policy and advocacy work, through close integration with the relevant staff in the UK and US office.
• Respond to requests for information by the HoPR and Chief Executive, as necessary.
• Work very closely with relevant staff to input into regular reports to donors, providing analysis of impact and stories, as well as data.
• Work closely with, and provide information to, other departments as necessary

Communications:
• Collaborate with the Fundraising & Communications team to promote our learning and impact through our website and other relevant websites.
• Work closely with the Communications staff team to develop the Annual and Impact reports for each year.
• Contribute to our publications, publicity events and other events, where appropriate

Travel:
• Conduct regular overseas visits, under guidance from the HoPR, sometimes to rural / difficult locations.
• Occasional travel in the UK to represent Peace Direct externally

Environment:
• Out of hours work and occasional overseas travel, sometimes at short notice to difficult locations.
• The position is based at Peace Direct’s office in Hackney, London.
Discretion to Act:
Working within the framework of the objectives set for the department by the HoPR, the post holder will take responsibility for his/her own work and for reaching targets set for him/her/them.

Job description revised February 2021
Person Specification

Essential Requirements

- Experience working with partner organisations in ways which are responsible, mutually respectful and mutually accountable
- At least 5 years’ experience in designing adaptive MEL/MEAL systems
- Fluency in written and spoken English and French.
- Experience of working with local organisations in the global south.
- Strong interpersonal skills with the ability to relate to people from a broad range of backgrounds, culture and influence.
- Excellent writing skills to prepare briefing notes and technical advice, reports and general correspondence
- Good analytical skills to appraise evaluations, TORs and other MEL documents
- Excellent information management skills
- Good team player with self-motivation and an appetite to succeed, coupled with the willingness and readiness to support colleagues.
- Sensitivity, sound judgement and pragmatism to deal effectively with delicate and important situations
- Ability to work to tight deadlines in meeting departmental, organisational and donor targets.
- Ability to represent Peace Direct effectively at meetings, conferences etc.
- Willingness to travel overseas and to perform well in challenging and sometimes difficult areas, conditions and situations. During periods spent abroad, the post-holder will expect to work unsocial hours from time to time.

Desirable Requirements

- Knowledge and/or experience of local peacebuilding
- Knowledge and experience of MEL for participatory programmes
- Knowledge and/or experience of designing or supporting MEL for participatory grantmaking mechanisms
- Post-graduate degree in a relevant subject
- Experience of living or working overseas