



MIDLOTHIAN SURE START

Job Title: Monitoring and Evaluation Officer

Responsible to: Business Support Manager

Main Purpose of Job:

To support the effective operations of Midlothian Sure Start six Family Learning Centres. To oversee the collection of data in the organisation, ensuring appropriate systems are in place to record all information and store securely. To monitor and evaluate the data for the organisation, informing Service Leads/Managers and the Executive of performance and areas for development.

Main Responsibilities:

- Database.
- Referral & Allocation Processes for Families using our services.
- Monitoring and Evaluation for reporting requirements.
- Allocation of Bank Staff.
- To assist Business Support Manager with other tasks, as required.

Main Tasks

Database

- Ensure database is maintained to record data, or develop in coordination with the Executive systems to reliably record data;
- Develop clear procedures for the utilisation of data systems within the organisation;
- Ensure all appropriate staff are trained to utilise data recording systems, and to provide ongoing coaching to staff regarding systems where required;
- Develop an audit process to establish effective means to monitor the use of data systems, in consultation with the Executive and staff;
- Monitor the data systems in place, ensuring they are being used appropriately by staff;
- Ensure that the data systems in place are flexible and respond to any changing need within the organisation, where practical; and,
- Work with the IT manager to ensure the database meets current requirements.

Referrals and Allocations

- Support the Referral Allocations process within the organisation, linking it to referral processes across Midlothian;
- Link with other Administrators to ensure that booking systems for courses link with data collection and the referral process; and,
- Ensure that A Good Time to be 2 processes are being adhered to by Centre Managers, in coordination with Deputy Chief Executive, and that data is being collated and sent to Midlothian Council as per the contract.

BUILDING

BEST

BEGINNINGS



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Monitoring and Evaluation

- Liaise with Service Leads/Managers to identify their reporting requirements and ensure that systems are in place to support this;
- Produce reports for the organisation in line with the reporting requirements, including funding returns, in coordination with Service Leads/Managers;
- Liaise with the Executive regarding internal monitoring and evaluation requirements and produce reports as required;
- Attend meetings as required, feeding back on monitoring and evaluation progress; and,
- Liaise with other administrators regarding courses and sessions to ensure this is being translated into evaluative reports.

General

- Attend Admin team meetings;
- Attend support and supervision;
- Attend organisational events, training and meetings as required;
- Engage in continued professional development, in consultation with your line manager;
- Work with IT support to ensure the staff and organisation are resourced effectively; and,
- Any other duties as delegated by your line manager.

Education/Vocational Qualifications Required

HNC in Administration or equivalent is required. The candidate must undertake an enhanced PVG check.

Experience Required

Experience of working with a database and understanding the fundamentals of data collection is essential. Experience of working as an administrator is essential. Experience of working within the voluntary sector with families is desirable.



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Personal Specification

THE PERSON

- This post requires a person who is flexible and demonstrates a can-do attitude.
- This post requires a person who has the ability to communicate effectively with children, parents, students, colleagues and staff from other agencies.
- This post requires a person who must be able to use their own initiative, have a level of creativity, have self-direction and also self-awareness.
- This post requires a person who can multi-task and perform well under pressure.

REQUIREMENTS

- HNC in Administration/ Accounting or equivalent qualification is desirable.
- Previous experience of office systems and procedures is essential.
- Word processing and spreadsheet experience is essential, as is the use and comprehension of database systems.
- You will need to have a satisfactory PVG Certificate
- Good interpersonal and communication skills are essential
- Desirable to hold Full UK Driving Licence.

THE PACKAGE

- Salary of £20,705 - £21,809 (Salary Scale 21-23)
- Workplace Pension
- Generous holiday entitlement
- In-house training with the opportunity to access external training
- Working as part of an ever growing supportive Organisation
- An opportunity to make a difference to the lives of our families