

POSITION DESCRIPTION

| | |
|------------------------|---|
| Date: | November 2024 |
| Approved by: | CEO |
| Position Title: | Impact Monitoring & Evaluation Specialist |
| Line Manager: | Grants Manager |

Position Overview:

This position is for two (2) years, in a part-time (0.5 FTE) capacity. The main purpose of this role is to:

- Lead the development, implementation and continuous improvement of FightMND's Impact Framework
- Implement best practice data research, evaluation and impact measurement
- Support processes to develop the measurement and evaluation of research projects funded by FightMND
- Work closely with the Grants Manager and members of the Programs Team to support the building of an organisational impact and evaluation culture

Key Responsibilities:

1. Strategy

- Develop the FightMND Impact Framework
- Support the building of an organisational impact and evaluation culture

2. Planning / Project Management

- Building effective frameworks for a comprehensive approach to collecting and analysing impact-related data
- Applying key insights, and identifying opportunities to make impact measurement and evaluations accessible and relevant to FightMND and its stakeholders

2. Operations / Delivery

- Monitor and evaluate research and other projects supported by FightMND, including:
 - Designing appropriate methodologies, including reporting templates
 - Collecting and analysing data independently using qualitative and/or quantitative methods
 - Generating impact reports and summaries

3. Reporting and Analysis

- Contribute to regular reporting against the FightMND Impact Framework
- Develop research impact statements comprehensible to all of FightMND's stakeholders

4. Stakeholder Management

- Effective liaison and relationship building with all internal and external stakeholders, including grantees and administering institutions

5. Other

- Support other activities within the Programs teams as required

Experience

- Tertiary qualification(s) in Social Impact, Science, Public Health or related disciplines with a strong evaluation component or equivalent experience
- Experience designing and undertaking evaluations including: developing measurement instruments; collecting, collating and analysing data; presenting results
- Experience in using or implementing monitoring and evaluation approaches, and impact measurement frameworks
- Experience working collaboratively across teams to deliver complex, high-quality products under tight timelines and competing priorities
- Proven ability to communicate complex information, in a simple yet compelling way, both in writing and orally to multiple audiences

KEY ATTRIBUTES:

- Alignment with FightMND values – Urgency, Integrity, Efficiency, Boldness and Community
- Able to quickly learn new software tools and systems
- Extremely organized and goal and timeline driven
- Excellent verbal and written communication skills with an eye for detail
- Independent thinker who loves a challenge
- Passionate about improving the outcomes and impact of research