

MARY MACKILLOP *today*

Monitoring, Evaluation & Learning Coordinator

About Mary MacKillop Today

Guided by the Gospel, Mary MacKillop Today stands with the poor and marginalised so they can realise their potential and participate fully in the community. Through access to education and learning of practical life skills Mary MacKillop Today seeks to transform lives.

Saint Mary MacKillop is an important part of Mary MacKillop Today's history. As Australia's First Saint, Mary MacKillop is recognised as a woman of courage and faith. Mary MacKillop's legacy is in service throughout communities across the world. Just as Mary MacKillop did over a century ago, Mary MacKillop Today helps the poorest of the poor regardless of who or where they are, with the same commitment to purpose. With respect for their great past, Mary MacKillop Today is committed to continuing the works of the Sisters of Saint Joseph of the Sacred Heart and looks to the future for transformation and change.

Mary MacKillop Today is directly responsible for program design, implementation, monitoring, and evaluation of all its projects. Mary MacKillop Today is a signatory of the Australian Council for International Development's (ACFID) Code of Conduct and is fully accredited by the Department of Foreign Affairs and Trade (DFAT). As a consequence, Mary MacKillop Today has a high degree of accountability and transparency and is committed to protecting the rights of children in all areas the organisation works around the world.

About the Role

The Monitoring, Evaluation & Learning (MEL) Coordinator will strengthen and coordinate Mary MacKillop Today's project design, monitoring, evaluation and learning systems, while maintaining a positive culture of learning within the organisation. The MEL Coordinator will provide support to the Programs Teams in the implementation of DMEL systems to ensure we understand, measure, and communicate our impact. The MEL Coordinator will report to the Quality & Compliance Advisor and will work closely with the International and Australian Programs Teams.

Key Responsibilities

1. Support Mary MacKillop Today to deliver evidence-based programs that promote the voice of community stakeholders

- Manage the continual development and application of Mary MacKillop Today's Development Effectiveness & Learning Framework (DELF) and Learning for Life Strategy.
- Support Programs Teams in the scoping, identification, design, and appraisal of development projects, ensuring effective participation of community stakeholders and alignment with our Learning for Life outcomes.
- Support Programs Teams Managers to identify opportunities for strategic partnerships that strengthen Mary MacKillop Today's ability to deliver evidence-based programming.

2. *Manage Mary MacKillop Today's Design, Monitoring, Evaluation & Learning Systems*

- Manage the continual development and application of Mary MacKillop Today's data management systems, including the management of online MEL systems.
- Manage internal and external MEL activities including project designs, baselines, and evaluations in collaboration with the relevant Program Coordinator and project staff or partners.
- Manage the development and ongoing coordination of Mary MacKillop Today's principles-based peer evaluation methodology.
- Support Programs Teams in developing tools and approaches for participatory design, monitoring, evaluation and learning.

3. *Champion a culture of learning at Mary MacKillop Today*

- Facilitate regular learning opportunities for Programs teams and in-country staff and partners to ensure MEL data is used for learning and program adaptation.
- Support Programs teams to prepare impact reports for internal and external stakeholders and establish systems for the dissemination of information.
- Support Programs teams in the development and delivery of training modules for local project teams and partners.
- Support Supporter Relations Team to effectively communicate Mary MacKillop Today's impact via donor reports, annual reports, newsletters, website, social media and other communications.

Key Competencies

Knowledge, Skills and Experience

- Tertiary qualification in international development, community development, evaluation, education, or related field.
- At least 3 years' program design, monitoring, evaluation and learning experience. Experience with an international NGO with strong DMEL processes is desirable.
- Strong understanding of DMEL processes and tools, experience using online data collection and data management software is desirable.
- Strong research, analysis and data management skills, and ability to synthesize and communicate complex information in accessible formats.
- Strong understanding of DFAT and ACFID compliance requirements and experience in supporting quantitative and qualitative data collection for projects funded by institutional donors.
- Experience mentoring and strengthening the capacity of project staff in effective DMEL processes.
- Passion for two-way learning and continuous improvement.

General Information

This position is a permanent part time (0.6FTE or 22.5 hours per week) based in North Sydney, and reports to the Quality & Compliance Advisor. The working environment is informal but professional, with very high standards of output and delivery. We are a happy, enthusiastic and energy filled group, with a positive values-driven culture. This role may require up to 4 weeks of annual travel per year.

Safeguarding

The MEL Coordinator is classified as a Contact with Children role. The MEL Coordinator must be willing to undergo child-safe screening on recruitment and then regularly as required.

Applications

If you are an experienced development professional with a commitment to contribute to the mission and values of Mary MacKillop Today, please apply with your resume together with a cover letter responding to the skills required to

hello@marymackilloptoday.org.au.

Application deadline is Sunday 31st January.