Job description

# Monitoring & Evaluation Administrator

|  |  |
| --- | --- |
| Salary | £27,819 pro rata for 2.5 days per week |
| Contract | Fixed term until December 2024, with annual contract renewal which is funding-dependent |
| Responsible to | Research and Evaluation Coordinator |
| Responsible for | N/A |
| Key relationships | Research and Evaluation Coordinator; Project Officers and Engagement Officers; Social Forestry and Wellbeing Manager |
| Based at | Home/Machynlleth |

## Job purpose

|  |
| --- |
| Coed Lleol/Small Woods is seeking a Monitoring and Evaluation Administrator, to support the work of the Research and Evaluation Team. Coed Lleol/Small Woods works to improve the health and wellbeing of people across Wales, through woodland- and nature-based activities.  The Monitoring and Evaluation Administrator will work alongside the Research and Evaluation Coordinator, to ensure that our woodland wellbeing, and other social forestry projects, are effectively monitored and evaluated. Coed Lleol/Small Woods has recently developed and is trialling a new app to be used by its project officers and the participants on its programmes. The app is the interface for collecting and managing participant data. In this post, you will take a role in ensuring the smooth running of this app and liaising with the external developer team, as we seek to refine how it works. Whilst the app is being rolled out to new programmes, you will also need to work with our previous Microsoft 365-based system, setting up, editing and responding to queries on our Excel monitoring forms.  To enjoy and be a success in this role, you should be comfortable handling data, using Microsoft 365 applications, including Excel, Outlook and, ideally, Forms and Automations. Being internet/app-savvy will be helpful. As this is a support role, you will interact with a number of other team members, via email, calls and Teams messaging. Therefore, an ability to interact with others and understand their perspectives is essential.  You may have experience from a previous data-handling role, or from an IT-related course. |

## Main functional duties and responsibilities

|  |
| --- |
| * Work with the Research and Evaluation Coordinator, to manage data associated with our programmes and participants, providing quality control and supporting the wider team. * Respond to queries from the wider team to troubleshoot use of monitoring forms. * Respond to queries from the wider team to troubleshoot use of the new app, and feed back to the developer team, where relevant. * Carry out data entry, where necessary. * Working with the Research and Evaluation Coordinator, provide training and support to the wider team on use of the app and in any other IT or data applications, as relevant. * Maintain and develop systems to support the organisation in its work, linking with staff in locations across Wales to facilitate efficiency, effectiveness and enjoyment. * Deal with sensitive, personal information, store it securely and redact that which is no longer required. Support the development of protocols to ensure the Social Forestry Team meets the General Data Protection Regulation (GDPR) in relation to data collection for project monitoring, with support from the GDPR Manager. * Monitor progress of participant data gathering and provide information for regular reports to use for project development, and reporting to funders and stakeholders. * To help develop online and paper-based registration and evaluation forms in order to:   + Support project officers to collect participant information needed for project delivery   + Collect participant information needed for project monitoring and evaluation   + Ensure that collected data is entered, organised, and stored in the Small Woods system and can be accessed by Project Officers for their project delivery * Support the Research and Evaluation Coordinator with organising and delivering research events such a stakeholder consultations and research days * Work alongside the communications team to develop ways in which research and evaluation outcomes can by shared and celebrated within the team and externally * Develop an understanding of the purpose of Coed Lleol/Small Woods, demonstrating awareness of its principles through your working practices. * Carry out any other similar duties, as can reasonably be required of the post. |

## Person specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | * Experience of data handling and use of database systems * Experience of Microsoft 365, including Outlook and Word, and fluency in Excel | * Experience of working with SQL databases |
| **Knowledge** | * Good working knowledge of administrative systems * Excellent general knowledge of IT and a willingness to learn about software through own initiative as well as through given training | * Understanding of and interest in how nature-based and outdoor activities can improve health and wellbeing |
| **Skills and abilities** | * Accuracy/attention to detail * Technically minded (IT, internet and apps) and numerate * Microsoft 365, especially Excel * Excellent organisational skills | * Welsh speaker or learner * Microsoft Forms and Microsoft Power Automate * SQL databases |
| **Qualifications** | * GSCE Maths or equivalent experience | * IT-related qualification |
| **Personal qualities** | * Able to work on own initiative, self-starting and proactive * Good interpersonal skills | * Able to problem solve both independently and as part of a team |