

CPC476 - Monitoring and Evaluation Co-Ordinator

Location	London or Milton Keynes
Reporting to	Director of Business Performance
Working hours	Full time
Contract type/duration	Permanent
Equal Opportunities	We are an equal opportunities employer and commitment to this process will be expected.
Date written	September 2021
Closing date	8 th October 2021

Purpose of the Role

You will support the data collection requirements related to the Monitoring and Evaluation process for CPCs activities. As a recipient of significant funding, CPC is required to demonstrate the impact it leverages from its funding and activities. In support of this, CPC will be launching a refreshed Evaluation Framework from April 2022 and this role will be crucial in supporting monitoring throughout the lifecycle of CPCs projects and activities. This is a unique opportunity to join a newly created team focusing on articulating the Impact that the Catapult is generating through the collection and analysis of Monitoring data collected. You will collaborate with colleagues in the Appraisal team and external consultants to produce formal Evaluation reports and analysis on an annual basis.

Key Responsibilities

- Support the implementation of CPCs Evaluation Framework, working with colleagues to gather the evidence and data to inform Monitoring and Evaluation.
- Act as an internal ambassador for Monitoring and Evaluation, proactively helping colleagues to understand its importance and the role they play in supporting CPC to demonstrate return on investment.
- Track Monitoring and Evaluation project plans, supporting colleagues to capture and record the Outputs and Outcomes produced from their activities.
- Support the analysis of Outputs and Outcomes data to provide insights into the most impactful activities/ projects CPC is delivering to inform prioritisation decisions on how funding should be invested.
- Develop and strengthen the body of evidence relating to the Outputs and Outcomes of CPCs activities, working with the Monitoring and Evaluation

Manager to identify evidence-based lessons about what is working well (and less well) to inform improvements to data collection method and processes.

- Work with Portfolio Managers to support the data collection of Strategic Accounts and quarterly reporting of the Outcomes from projects in delivery.
- Undertake audits to ensure that data is being routinely collected and being maintained within CPCs systems.
- Co-ordinate non-project based activities that contribute to Outputs and Outcomes, working with relevant colleagues to plan and track time spent on these activities.
- Maintain a central log of non-project based Output and Outcome activities and relevant evidence of the Outputs of these activities.
- Support the annual planning process, providing co-ordinating support to the development of CPCs Outputs and Outcomes Proposal to its primary funder.
- You may be required to undertake any other reasonable duties to support the Catapult in achieving its strategic outcomes and ensure effective business operations.

Required Skills and Experience

Essentials;

- Experience in Monitoring and Evaluation data collection processes.
- Understanding of evaluation best practice (e.g. HMT's Magenta Book or other equivalent guidance).
- Strong co-ordination and administrative skills.
- Familiarity of Office 365 products such as Dynamics and Power BI.
- Strong analytical, problem solving and collaboration skills.
- Attention to detail is a must.
- Self-motivation and ability to work without intense supervision.

Desirable:

- Experience of using qualitative and quantitative data to demonstrate the Impact from activities and projects.
- Previous experience of working in a Grant recipient organisation.

To apply for this role please email us on jobs@cp.catapult.org.uk with your CV and covering letter attached quoting the ref: **CPC476**