



| ROLE PROFILE | |
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| Role Title | MONITORING, EVALUATION & LEARNING (MEL) MANAGER (Data Analyst) |
| Location | Remote |
| Commitment | 8 hours a week. |
| Report To | CEO |
| THE ROLE | |
| <p>The post holder will fulfil the activities outlined below:</p> <ul style="list-style-type: none"> • Develop theories of change, Impact Vision and MEL frameworks for existing and newly designed programmes, in collaboration with the relevant members of the TAR team (from therapists to core leadership). • Develop data collection tools and embed data collection processes within programme delivery. • Collaborate with IT to establish the data collection software used at TAP , is used at its full potential and that teams have access to support and training when needed. • Oversee data collection processes and control for quality. • Oversee data analysis processes and control for quality. • Produce timely and regular monthly reports on agreed key metric. • Share learning and insights from the data with CEO, trustees and Volunteers. • Ensure that the fundraising team and programme managers have access to the relevant data for reporting purposes. • Build the MEL capacities of team members when and as required. • Deliver training and capacity building to team members about basic MEL concepts (e.g. explaining the importance of MEL, developing a theory of change, etc.). | |
| PERSON SPECIFICATION | |
| <p>ESSENTIAL SKILLS & EXPERIENCE</p> <ul style="list-style-type: none"> • 12-month experience in qualitative and quantitative social research. • Experience using a variety of MEL methods, tools, processes, and systems. • Advanced computer literacy in Word, Excel and PowerPoint as well as data collection, analysis and presentation software/applications (such as SurveyMonkey, Power BI, etc.). • Experience of evaluations of social programmes. • Experience delivering training or capacity building activities to a variety of audiences and capacity levels. • Experience writing reports for a variety of audiences including internal teams, funders and community stakeholders. • Experience in contributing to project design and institutional funding proposals. <p>DESIRABLE SKILLS & EXPERIENCE</p> <ul style="list-style-type: none"> • Experience working in a Charity setting. • Knowledge and / or lived experience of Autism. • Knowledge of academic best practices for programme evaluation (e.g. randomised control trials, right-fit evidence systems, etc.). • Understanding of EU General Data Protection Regulation (GDPR). | |

COMPETENCIES

- Strong oral and written communication.
- Team work.
- Flexibility and adaptability.
- Problem solving/analytical thinking.
- Innovation/creativity/lateral thinking.

The successful candidate will be strongly aligned with the values and the approach of the charity, and passionate about the changes we are trying to make in the lives of autistic children. They will ideally also take part in some of our team activities with our community of volunteers on a voluntary basis.

OUR ORGANIZATION

We provide crucial support for young autistic children and their families at an age when we can make a profound life-long difference. Our pioneering First Steps programme (created in association with Norland College and based on a therapeutic framework they created for us) focuses on giving families the tools they need to understand and interact with their autistic children in ways that make them feel understood, affirmed and nurtured, strengthening relationships and facilitating the child's optimal development so that they are able to fulfil their true potential.

Our new online parent groups, facilitated by our exceptional Lead Therapist, aims to take the principle learning from this and make it available to many more families so that more lives can be transformed.

Unlike many other autism organisations, we do not focus on the perceived limitations or impairments associated with autism, but instead propose our own unique and empowering conception of it, highlighting the profound sensitivity inherent in the autistic condition as well as other positive aspects which, if nurtured appropriately, can lead to very positive outcomes. This was first presented in our [TED talk](#), which has now been seen by well over 300,000 people.

We are currently fundraising to enable more families to partake in First Steps, and over time, we aspire to open our own state of the art therapeutic centre in the UK.

We also challenge conventional perceptions of autism and offer our own radical and empowering perspective.

This can be seen in our [TED talk](#), which has now been viewed by well over 200,000 people and received great acclaim from the autistic community.

We are a strongly values-driven organisation, and are committed to manifesting our values in how we relate to each other, in what we are trying to achieve and in how we do it. Please visit <https://transformingautism.org/values/> to find out about these values before your interview, and to watch a video about them recorded by our founder.

The Transforming Autism Project value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential.

For more information or to apply, please e-mail a copy of your CV to jobs@transformingautism.org. We aim to respond to your email within 5-10 days.

To find out more about the Transforming Autism Project, please visit:

www.transformingautism.org

Engage with us on social media via [Twitter \("X"\)](#), [Facebook](#), [LinkedIn](#) and [Instagram](#)

