

Job Description



Job Title:	MEAL Officer
Location:	Newcastle upon Tyne (WFH and team meetings in central Newcastle)
Responsible to:	Partnerships Manager
Responsible for:	All aspects of overseas programmes administration for COCO
Hours:	This is a permanent position. Full time is preferred, 9am till 5.30pm Monday to Friday. Part time will be considered but no less than 3 days a week.
Salary:	£20,000 to £22,000 pro rata based on experience
Benefits:	Pension and extra holidays after a successful probation period of 3 months.

Main Purpose

You will be primarily responsible for supporting the MEAL (Monitoring Evaluation Accountability and Learning) of COCO's partners and programmes in East Africa. You will work in close collaboration with our partners in East Africa to monitor and evaluate charitable expenditure on a monthly, quarterly and annual basis. You will provide detailed reports to inform both donors and our learning and improvement processes. You will communicate with partners regularly via email and Teams calls to collect qualitative and quantitative data in the form of case studies, statistics, reports and storytelling. You will use this information to improve quality and provide impact data and marketing content for donor reports, social media, the website and appeals and campaigns. You will be responsible for completing applications to funders using information from our partners to provide clear aims, objectives and outcomes. You will be required to undertake all aspects of administration to ensure the smooth running and information sharing of programme activities. You will work under the management of our Partnerships Manager. You will record information on our database and share both successes and challenges of programmes with the team.

You will collaborate effectively with colleagues, ensuring information about overseas partners is accurately recorded in line with our processes and shared correctly. You will contribute ideas to enhance our impact and our stewardship process. You must be personable and friendly, have acute attention to detail and be confident to question areas where you think COCO and/or our partners can improve. You will work with a variety of people, from East African partners to UK and international donors and of course, children and young people.

Experience

Much of this role will be learnt on the job but we are looking for someone who has as many of the below attributes as possible:

- Experience of working with an international development organisation, either voluntarily or paid
- Experience of working or volunteering in lower income countries
- Proficient user of ICT and fully conversant with Microsoft Office
- An understanding of MEAL and Theory of Change
- Personal volunteering experience
- Knowledge of and interest in International Development
- Understanding of and or speaking Swahili would be an advantage

Person Specifications

- Highly organised, attentive, inquisitive, and efficient with a strong work ethic
- Excellent communication skills and friendly manner
- Flexible, with the ability to work on your own initiative and enthusiasm to work in a team
- Excellent attention to detail and accuracy
- You must possess the cultural values of COCO

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General Accountabilities

1. To attend all team and organisational meetings as required
2. To promote and conduct yourself in line with the ethos of the organisation at all times
3. To maintain an understanding of and apply all policies and procedures relevant to all areas of your employment
4. To attend any relevant training to support continued professional development
5. This job description is subject to review in accordance with changing organisational needs

Key Working Relationships

- Report to the Partnerships Manager
- Work alongside the operational team of staff and volunteers at COCO
- Liaise with other charities, fundraising groups, volunteers, supporters, suppliers, partners and beneficiaries

To apply for this position, please send your CV and a cover letter explaining why you are the ideal candidate for this role to lucy@coco.org.uk by 5pm on **Thursday 14th October**.

Short listed candidates will be informed on **15th October 2021**.

Interviews will be held **w/c 18th October** in Newcastle upon Tyne venue TBC.

For more information about COCO please visit www.coco.org.uk