

Role Information

- **Days and hours:** 15 hours per week (days depending on availability)
- **Term:** Minimum commitment of 3 months
- **Reporting to:** Programme manager.
- Volunteers are entitled to travel expenses to and from the place of work (and lunch for each full day). Please note expenses will be reimbursed against receipts only.

About the role

This role is key to support IRMO's transition to Views, a new CRM system to enable for better data entry and collection, accurate project evaluation and analysis, and to draft project evaluation reports. The Monitoring and Evaluation Volunteer will support each department to collect and input data; contribute ideas to the design and configuration of the database while gaining valuable insight in creating specific monitoring frameworks for each service/project and familiarising with complex data management systems. The Monitoring & Evaluation Volunteer will play a key role to ensure that the impact of the organisation is measured accurately and is clearly communicated to the community we serve as well as to our funders and partners. This is a fantastic opportunity to develop skills and expertise on data collection, reporting and managing CRM systems.

Main tasks and responsibilities

- Help develop and implement IRMO's Evaluation Framework to better measure the organisation's impact;
- Support the development of ongoing monitoring and reporting systems across IRMO's programmes;
- Contribute to data collection, inputting and analysis;
- Ensure data collected from IRMO's activities are accurate and updated regularly;
- Assist the team in collating qualitative and quantitative data to draft evaluation reports;
- Contributing ideas to improve data collection and monitoring systems within the organisation.

Person specification

- We are looking for an enthusiastic, confident and motivated individual with some experience in research and evaluation including quantitative and qualitative collection methods Excel and database management;
- Very good verbal and written communication skills in English and Spanish;
- Flexible and enthusiastic individual who is confident in working in a multicultural and multilingual environment;
- A genuine desire to support vulnerable migrants; Some awareness of the issues facing migrants in the UK;
- Reliability and punctuality;
- Flexibility and enthusiasm in working in a multicultural and multilingual environment;
- A positive approach to problem solving;
- IT literacy (particularly in the Google Office Suit).

Additional Requirements

- Two references from current/previous employers;
- Enhanced DBS Check (completed through IRMO);
- Safeguarding Level 1 certificate (completed through IRMO);
- One month trial period.

Benefits from Volunteering at IRMO

- Gives the opportunity of helping others and to give back;
- Creates an ideal space to learn new skills in a multicultural, cooperative and inspiring environment;
- Get involved with the Latin American Community and increase knowledge of the situation of Latin American migrants in the UK;
- Helps to gain experience and strengthen previous skills to face UK's competitive job market;
- Enhance CV and get references (after 3-month period) for further impact on the employment status;
- Participate in training sessions with high quality learning outcomes (in-house and external) in areas related to the role;
- Receive regular supervision and support.

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THANK YOU FOR YOUR SUPPORT