

Job Pack:

Monitoring, Evaluation and Learning Officer / Lead



About IRMO

For over 40 years, IRMO has been led by and for the Latin American community, building deep ties and trust across the UK as we fight for a future where everyone can access their rights, live free from poverty and discrimination, and pursue their aspirations without barriers.


Everything we do, from front-line services to advocacy, aims to enable the development, agency and participation of all Latin Americans and Spanish and Portuguese-speaking migrants, including asylum seekers and refugees, as they settle and build their lives in the UK.

To address the daily discrimination and intersectional challenges that our communities face, we provide wrap-around support tailored to the unique needs of individuals and families, including high-quality advice and casework and development opportunities for all ages.

All of our services are culturally sensitive, delivered in Spanish and Portuguese, and are directly informed by the lived experiences of those we serve. We also advocate for long-term social and systemic change through advocacy, independent research and effective partnerships. Learn more at www.irmo.org.uk




What we do




Advice

Our experienced advisers provide confidential advice and casework on immigration, welfare benefits and housing to prevent crises and support our community to access rights and entitlements. We also provide support to access healthcare services.




Education, Training & Employment

Our programme includes English classes, vocational courses and workshops on key employability skills to support progress in the labour market and broader participation in the community.



Children & Young People

Our youth programme includes English classes, mentoring, workshops and trips to support kids of all ages. We also offer advice and advocacy on access to education and key family services.



Advocacy, Research & Campaigns

We address structural inequalities through campaigning, community organising, inter-sectoral collaboration and advocacy work at local and national levels. We also promote more effective responses through research on key issues.

Unit 9, Warwick House, Overton Road • SW9 7JP • London



Job Description

Monitoring, Evaluation and Learning Officer / Lead	
Hours	Part-time, 30 hours per week
Contract	1 year fixed-term, with possibility of extension
Reporting to	Head of Programmes and Impact
Salary	<p>Officer: £30,874 per year (pro rata), plus 6% employer pension contribution</p> <p>Lead: £32,042 per year (pro rata), plus 6% employer pension contribution</p>
Annual Leave	33 days (including bank holidays), increasing by one day each year after the first year of service, up to a maximum of 37 days (pro rata)
Location	IRMO Centre, London SW9 7JP – hybrid working available
Deadline to apply	23:59 on Sunday 3 August 2025
Pre-employment checks	Enhanced DBS check, two satisfactory references and evidence of right to work in the UK

About the role

This is a new role created at IRMO to strengthen how we measure, understand and communicate our impact. It sits at the heart of a learning-focused, community-led organisation working for migrant rights and social justice. We are open to hiring at either Officer or Lead level, depending on the experience and skills of the successful candidate.

We're looking for someone with strong experience in Monitoring, Evaluation and Learning (MEL) who can take the lead in reviewing our current MEL systems and practices, identifying what's working well and where there's room for improvement. You'll help embed more consistent, robust approaches to evidence and learning across the organisation, with the aim of improving the quality of our services and better demonstrating our impact to funders, partners and the community.



This is a 12-month fixed-term role, with the primary goal of strengthening our MEL systems, tools and capacity. There may be potential to extend the contract, depending on organisational needs and funding.

You'll work closely with Programme Managers to ensure that data is collected, analysed and used in ways that are meaningful and accessible — not only to meet funder requirements, but to improve how we work and support our community. You'll also support reporting processes and help build capacity across the team around MEL tools and approaches.

This is a great opportunity for someone with a strong analytical mindset and a values-driven approach, who is passionate about making data meaningful and useful in service of social justice. While we're looking for someone who can take initiative and contribute from early on, you'll be well supported by the Head of Programmes and Impact and welcomed into a collaborative, reflective team environment.

Key responsibilities

Strategy review

- Conduct an initial analysis of IRMO's current MEL practices, systems and tools.
- Develop recommendations and an action plan for strengthening MEL across the organisation with support from the Head of Programmes and Impact.

Systems and frameworks

- Design or refine MEL frameworks and tools across IRMO's programmes.
- Set up or improve systems for tracking outputs, outcomes and impact, including use of IRMO's CRM system (Views).
- Ensure MEL systems are practical, consistent, and aligned with IRMO's Theory of Change and values.

Data and analysis

- Support teams with day-to-day data collection and quality assurance, in line with project and funding requirements.
- Conduct quantitative and qualitative analysis to generate useful insight and evidence.
- Support quarterly and annual reviews across programmes.
- Contribute to funding applications with relevant data and impact evidence.

Learning and capacity building

- Promote a culture of learning across the organisation, supporting teams to reflect, adapt and improve.
- Facilitate internal learning processes, including participatory evaluation, feedback tools, and learning workshops.
- Provide capacity-building support to staff on MEL tools, data use and analysis.

Reporting and communication

- Coordinate internal impact reporting and support external reporting to funders and stakeholders.
- Ensure that MEL processes meet GDPR requirements and ethical data collection standards.
- Communicate data and learning in accessible, meaningful formats for a range of audiences.

Person specification

Essential

- 2–4 years of experience in a MEL, data or research role, ideally in a community, charity or non-profit setting.
- Demonstrated ability to assess existing MEL practices and lead improvements to systems, tools, and processes.
- Experience designing or managing MEL frameworks, such as theories of change, results frameworks, and indicators.
- Confidence working with both quantitative and qualitative data, including surveys, focus groups and participatory methods.
- Strong analytical skills and ability to interpret data to generate learning, demonstrate impact and inform decision-making.
- Experience facilitating learning and reflection processes, and supporting services to adapt based on evidence.
- Excellent interpersonal skills – able to work collaboratively, build relationships across teams, and support non-specialist colleagues to engage with MEL.
- Strong written and verbal communication skills in English, with the ability to tailor reporting for different audiences.
- Good communication skills in Spanish or Portuguese.
- Confident using digital tools to manage and analyse data, including spreadsheets, databases and survey platforms.

- Strong attention to detail and ability to manage complex information with accuracy.
- Understanding of data protection standards (including GDPR) and ethical MEL practices.
- Commitment to IRMO's values, including anti-racism, anti-oppression, and community-led approaches, and an understanding of the issues facing migrant communities in the UK – particularly Latin Americans.

Desirable

- Experience using Views or a similar data management/CRM system.
- Experience designing or delivering participatory evaluation or community-led learning methods.
- Familiarity with IRMO's programme areas: Advice, Education, Training and Employment (ETE), and Children and Young People (CYP).

We aim at all times to recruit the person most suited to the job and welcome applications from people of all backgrounds. We particularly encourage applications from people who identify as members of minoritised groups, and from Latin Americans and people with lived experience of the immigration and asylum system, to reflect the community we serve.

We understand that some candidates may use generative AI tools to support their application. This is fine – but please note that we will review applications for signs of AI-generated content. Applications that appear heavily AI-written, especially where responses feel generic or lack personal insight, may be marked down.

Benefits of working at IRMO

- 33 days annual leave (including bank holidays), rising by one day each year after one year of service, capped at four additional days (pro rata)
- Three extra days of paid leave between Christmas and New Year (pro rata)
- 6% employer contribution to staff pension scheme
- Occupational sick pay
- 24/7 Employee Assistance Programme
- Cycle to Work Scheme
- Wide range of opportunities for skills development

How to apply

Please send your application form by email to people@irmo.org.uk. Please include the title of the position for which you are applying in the subject line of your email.

The deadline to apply is 23:59 on Sunday 3 August 2025. We won't be able to consider late applications.

Interviews will take place during the week of 11 August.

If you have any questions about the role or the application process, feel free to contact Bruna Boscaini at people@irmo.org.uk.

We wish you the best of luck with your application 🍀