

Head of Monitoring Evaluation and Learning (MEL) (Maternity Cover)

August 2022



Youth Business International

Creating lasting change for young entrepreneurs and their communities

Youth Business International (YBI)'s mission is to support young people to start, grow and sustain their businesses - enabling them to create jobs, build communities and transform lives.

Young people are critical to future economic development and key to achieving the Sustainable Development Goals.

However with 66 million unemployed youth worldwide and 145 million young workers living in poverty, this potential is not being realised.

Addressing the youth employment crisis is imperative, not only for the well-being of young people but also to ensure sustainable, inclusive growth and social cohesion globally.

Locally rooted network leading to global impact

Established in 2000, YBI brings together organisations with aligned goals to develop and scale the most effective solutions to the critical challenges facing young entrepreneurs and catalyse positive change in entrepreneurship culture.

Since 2014 we have supported over **120,000 young people** to start or grow a business by delivering a range of practical entrepreneurship support services, from guiding a young person to register a new business and improving their bookkeeping skills to helping them write a business plan or grow their fledgling business through facilitating access to finance.



Our expert members

Our 48 members in 45 countries are diverse, ranging from training organisations, microfinance institutions, mentoring specialists to business associations and incubators. Locally rooted and locally led, members combine deep contextual knowledge with YBI's sector-leading global expertise and tools.



The Network effect

YBI is supported by the Network Team, based in London, UK. This small, passionate team are committed to equipping members with the most effective solutions to empower youth with the right tools to start and grow sustainable businesses. As a network, we learn, innovate and influence together to drive impact for young entrepreneurs and their communities.



Learn

Building impactful organisations

We deliver training and other capacity development support to facilitate learning exchanges and connect members to partners with relevant expertise.



Innovate

Developing new products and services

We convene the collective expertise of the network to identify gaps in support for young entrepreneurs and collaborate to develop solutions.



Influence

Generating and leveraging evidence

We work with members to undertake research on priority themes and use these learnings to drive change in policy and practice.

Our values and team

Our values are embedded in everything we do:

Tenacity - We won't give up until every young entrepreneur has the opportunity to succeed;

Collaboration - We work together as a team, building trust to connect and empower;

Quality - We strive to set the highest standards in youth entrepreneurship support.

You will work across the YBI Network Team and with members on a range of projects. Maintaining our reputation as a leading global network requires a highly skilled, knowledgeable, energetic team to manage our internal business functions. As a part of this diverse and talented group of individuals, you can play a vital role in Youth Business International success.

Role Overview

Job Title	Head of Monitoring, Evaluation and Learning (MEL) (Maternity Cover)
Location	Remote working and/or office working with occasional travel to London for team meetings (with occasional international travel)
Term	Fixed Term 9 months, possible extension to 12 months
Hours	Full-time (37.5 hours per week), open to flexible working requests
Salary	£45,000- £50,000 per annum (depending on experience)
Reporting to	Director of Member Services & Engagement

YBI is seeking an outstanding candidate to lead our dynamic MEL Team at the heart of our growing, global network. YBI is delivering a range of programmes and services with more in the pipeline and this role will be pivotal to ensuring they deliver impact and generate valuable insight and learning.

Role Purpose

To be responsible for ensuring we understand, measure and learn from the impact of our network and what we can do better. You will lead YBI's approach to evidence and facilitate learning and knowledge sharing across the international YBI network. You will combine strong technical expertise with excellent interpersonal and leadership skills, to ensure robust and practical evaluation and learning across all of YBI's services, programmes and network. You will have overall responsibility for the data we collect and promote its utility to drive improvements in network services, products and programmes and ultimately in outcomes for young entrepreneurs.

The post holder will lead and line manage a team of 2 MEL Managers and 1 MEL Assistant as well as interns and consultants as arising. This is a fantastic opportunity for a monitoring, evaluation and learning professional to lead change in a forward looking international charity. Your work will make a key contribution to enabling YBI to support young entrepreneurs across the world to start, sustain and grow businesses.

Key Responsibilities

Key tasks that will be the responsibility of this post-holder are:

1. MEL systems for network initiatives

- Oversee the smooth running of our global Network Impact Framework (NIF), including bi-annual gathering, analysis and dissemination of data from our members. Champion the use of the insight generated to inform network strategy and planning.
- Maintain the relevance of the Network Theory of Change and Impact Framework and develop and monitor KPIs aligned to our strategy and impact.
- Oversee the implementation of new studies and indicators related to the 2023-2025 Strategy.
- Promote and facilitate learning and improvement of network products and services, working closely with the MS&E team in particular to drive improvement and innovation.

2. MEL systems for Partnership Programmes

- Working closely with the Development and Programmes team, design and oversee rigorous monitoring, evaluation and learning systems and tools for a range of programmes. Oversee the collection and sharing of learning across programmes.
- Promote relevant and innovative ways of data collection approaches, methodology and of evaluations.

3. Research, Evaluation and Learning

- Oversee the global network research agenda: working alongside colleagues, identify pertinent research and learning questions that align with YBI strategy, manage new research and learning partnerships and initiatives, and ensure the delivery of high-quality research that builds YBI's reputation as a Thought Leader in youth entrepreneurship. Commission and manage long-term internal and external research and evaluations as required.

- Foster a culture of learning and knowledge-sharing across the YBI Network, ensuring we learn from best practice and failure across the world and increase the impact and effectiveness of the network as a result.
- Keep abreast of the latest developments and research in the sector and share important findings with the Network. Work with the Communications team to disseminate findings from our learning and research agenda through high quality articles and reports tailored for a range of audiences within our network and across the broader sector.

4. MEL capacity development:

- Working with the MEL Manager, engage and foster our community of MEL practitioners across the network, building knowledge about member MEL practices and capabilities. Design and run engaging webinars to share best practice and research.

5. Resource Raising

- Work closely with members and our Partnerships and Development Team to provide high quality, technical input into concept notes and proposals, and ensure that lessons learned through monitoring, evaluation and learning activities shape project and programme design.
- Promote the use of standardized indicators and identify and leverage opportunities to build our evidence base through future partners and programmes.

6. Leadership

- Provide leadership to the YBI MEL team (expected to be 3 FTE). Ensure that YBI MEL function is adequately resourced and manage changes in resourcing needs as relevant. Oversee the work of the team and provide guidance and support as needed.
- Invest in the development of the team through appraisals, creating professional development plans, 1:1's, performance management tools and leading on recruitment and inductions.
- Support the development of MEL capability of non-technical YBI staff as well as building the Evidence and Learning Team's capacity and capability.

7. Conference and Events

- Represent YBI at external conferences and networking events to share our emerging learning and research insight.

Person specification

Criteria	Essential	Desirable
Knowledge & skills		
Post-graduate level qualification in a relevant field with coursework or a special focus on MEL/research methods or equivalent work experience	✓	
Ability to establish a culture of learning in an NGO or charity and lead change across an organisation towards a more impact focused approach	✓	
Knowledge and experience of designing and leading a theory of change approach, developing logical frameworks and MEL plans and designing and overseeing MEL systems and tools	✓	
Ability to present complex, technical information to non-technical audiences in an engaging and impactful way	✓	
Knowledge and experience of designing and implementing MEL frameworks for (youth) entrepreneurship/livelihoods programmes		✓
Excellent analytical skills, confident managing both quantitative and qualitative data	✓	
Strong facilitation skills, with experience of delivering capacity building support both in person and remotely	✓	
Excellent project management skills, able to juggle multiple, competing priorities	✓	
Strong written and verbal communication skills - you must be an empathetic, 'people person' with the confidence to work across teams and with our members and partners, building relationships with ease	✓	
High levels of autonomy and self-motivation, with the ability to quickly adapt and work with pace	✓	

Sector Experience		
Proven track record designing and leading monitoring, evaluation and learning systems and processes in the non-profit sector, including in-country experience	✓	
Demonstrated experience working with a range of donors, including experience developing MEL frameworks and tools for new programmes	✓	
Experience supporting online learning communities	✓	
Experience commissioning and managing research and evaluations		
Experience working in or with an NGO or charity	✓	
Background or interest in (youth) entrepreneurship		✓
Experience working in a network organisation, or in circumstances with diverse and geographically distributed stakeholders		✓
Other		
Fluency in English	✓	
Language skills, especially Spanish		✓
Excellent organisational skills and ability to prioritise	✓	
Strong attention to detail and commitment to high quality outputs	✓	
Interest in YBI's vision and mission and commitment to our organisational values	✓	

How to apply

If you are interested in applying, please send your CV (maximum 2 x A4), Equal Opportunities Monitoring form and a covering letter to HR@youthbusiness.org. Your covering letter (maximum 2 x A4) should:

- Explain why you want this job;
- Explain how your background and experience make you a suitable candidate - please use examples of specific projects and achievements;
- Show what relevant skills and knowledge you will bring, referring to the person specification;
- Confirm you have an existing right to work in the UK (we are unable to accept applications otherwise);
- Confirm where you saw this job advertised.

Closing date: 1st September 2022 at 9am

Round 1 Interviews: The mornings of 6th and 7th September 2022. Please make a note of these dates.

Round 2 Interviews: TBC

If you have any questions regarding the role, please contact us via hr@youthbusiness.org

Equal Opportunities

YBI is an equal opportunity employer, and we are committed to ensuring representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, disability, age, ethnic or national origin, or any other aspect which makes them unique. We welcome applicants from all backgrounds to apply and would encourage you to let us know if you require any adjustments, we can make to ensure that our recruitment process enables you to present yourself in a way that makes you comfortable.

GDPR

At YBI, your right to privacy and confidentiality is important to us. By applying for this job, your information will be entered into our recruitment system for YBI's employment purposes only and for no longer than one year after the post has been filled; then personal data will be disposed of in the GDPR compliant manner. We store all data securely and will not disclose it to any third parties without your consent. Please see our Data Protection Policy [here](#) to find out more.