

Microbiology Society – Job Description for:

Job Title: Monitoring and Evaluation Manager (0.6 FTE)
Reports to: Chief Programmes Officer and Director of Strategy
Location: 14-16 Meredith Street, London

1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at microbiologysociety.org

1.2 About you

The Monitoring and Evaluation Manager will be responsible for the strategic development and implementation of outcomes frameworks and evaluation of Society activities in support of the microbiology community to ensure that we are delivering on members' desired outcomes and all of the Society's strategic objectives.

The postholder will contribute to and support the Chief Programmes Officer and Director of Strategy in the delivery of all of Council's strategic objectives.

1.3 Duties

Reporting to the Chief Programmes Officer and Director of Strategy, the Monitoring and Evaluation Manager will work collaboratively across the Society to devise and implement a monitoring and evaluation framework that will establish an evidence-base for Society activities and contribute to delivering all of the Society's strategic objectives. This post will be crucial to the Society being able to show it is having a positive impact and delivering effectively for its members as well as the wider microbiology community.

Key responsibilities will include (but will not necessarily be limited to):

Strategic

- Working with the Chief Programmes Officer and Director of Strategy and the Senior Management Team to develop and periodically review an organisation-wide approach to monitoring, reviewing and evaluating outputs and outcomes across all Society activities, helping to achieve the Society's strategic objectives
- Ensuring that the Society's monitoring and evaluation processes are exemplary so that positive impacts can be showcased and any weaknesses can be communicated and addressed

- Building strong and productive relationships with members, partner organisations and other key stakeholders of the Society

Operational

- Acting as a source of expertise for the Society, leading on monitoring and evaluation activities internally and playing a role in communicating the Society's work and impact to external audiences via the Annual Report
- Making informed decisions about appropriate methodologies and working with the Member Insight Officer to carry out data collection and management, including implementing and commissioning research where necessary
- Undertaking evaluation projects as required, maintaining appropriate systems of holding and filing knowledge, information and data
- Identifying and managing external suppliers for commissioned evaluation projects as required, as well as providing support and project management for all commissioned projects
- Working with the Digital Engagement and Communications team to effectively disseminate the outcomes of evaluation both internally and externally, including contributing to *Microbiology Today* and to the Society's digital and social media platforms
- Providing support to the Chief Programmes Officer and Director of Strategy and the Chief Operations Officer to effectively report the outcomes of evaluation to the Audit, Risk and Evaluation Committee and to Council, as well as providing updates as required to the other strategic committees – Building Communities Committee, Impact and Influence Committee, Sustainability Committee and the Early Career Microbiologists' Forum Executive Committee
- Managing expenditure within project budgets in collaboration with the Chief Programmes Officer and Director of Strategy
- Other duties as determined by the Chief Programmes Officer and Director of Strategy from time to time

1.4 Person Specification

Essential

- Degree in a relevant discipline (e.g. social science, research methods) or equivalent experience
- Significant relevant experience in quantitative and qualitative research and familiarity with a range of evaluation methodologies and relevant statistics
- Strong analytical skills and attention to detail, and comfort in handling, analysing and reporting on data
- Proven track record of carrying out short-term, intermediate and long-term evaluation projects, including commissioning research projects and managing suppliers

- Significant project management experience with the ability to co-ordinate conflicting priorities, work accurately and to tight deadlines
- Ability to present information, verbally and in writing, in a clear and concise manner to different audiences, with excellent attention to detail
- Excellent communication skills both written and oral
- Self-starter with the ability to work under own initiative and independently
- Some experience of budget management
- Ability to build effective relationships with members and key stakeholders
- Excellent administration skills including proven ability to take accurate and informative meeting minutes

Desirable

- Knowledge of membership organisations
- Knowledge and interest in professional development
- Interest in microbiology