



Kinia is an education focused non-profit, charity and social enterprise. Collectively we are grounded in the belief that education is a key driver to increased equality and opportunity for children and young people. We want to make sure future focused skills and learning opportunities are available for all children and young people. We believe that by working collaboratively we can best realise that vision.

See more information about us: <https://kinia.ie/>

**Role:** M&E Officer

**Location:** The Guinness Enterprise Centre, Dublin 8 or Áras na Gael, Dornick Street, Galway. We are a remote friendly organisation.

**Contract:** Part time - 3 days a week

The M&E officer will be responsible for designing and implementing Kinia impact data activities and will be responsible for the collection and analysis of a range of data streams.

Reporting to the Head of Learning and Innovation, the successful candidate will work collaboratively across the Kinia team to support reporting on the impact of our activities by providing evidence and producing internal and external reports as required by senior managers and funders.

### **Key Responsibilities:**

- Develop monitoring and impact indicators for success.
- Oversee the impact database, leading on maintenance and developments as required
- Monitor and evaluate data against impact target goals and KPIs.
- Report monthly, quarterly, half-yearly and annually on impact data.
- Provide inputs, information and statistics for quarterly, annual and other reports.
- Participate in annual project reviews and planning workshops and support preparation of relevant reports.
- Support monitoring and evaluation of the outputs, outcomes and impact of organisational activities.
- Ensure data collection on key metrics and assist the project team with M&E tools.
- Organise and conduct training on M&E/MIS for projects team.

### **Attributes:**

- Collaborates effectively through values & respect of others.
- Gets things done, delivers to high standards, takes responsibility.

- Naturally organised, with a drive and flair for efficiency.
- Able to work under pressure while maintaining standards and a positive attitude.
- An understanding of the non-profit sector and a desire to commit to a role that delivers on social impact.

### **Skills And Experience:**

- At least 1 year of experience in the design and implementation of M&E in development projects implemented by national/international NGOs.
- Proven expertise in quantitative and qualitative methodologies, research, reporting, data quality assessments, data analysis, and presentation.
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analysing data using statistical software;
- Strong training and facilitation skills.

### **Additional Information**

- Safeguarding is fundamental to the success in all that we do, and the successful candidate will be required to apply for Garda Vetting.
- Salary depending on experience

### **How to Apply**

- Please submit a CV and cover letter to [careers@kinia.ie](mailto:careers@kinia.ie)
- Deadline Wednesday 11th October