

Job Description

JOB TITLE: Evaluation Advisor

LOCATION: London, hybrid working with 50% of time in the office (equivalent to 5 days per fortnight)

TRAVEL: Occasional travel to project countries

PAY: £32,900.00 to £35,920.00 inclusive of London-weighting (Specialist or Managerial - Manager)

RESPONSIBLE TO: Senior Impact Manager

RESPONSIBLE FOR: No direct reports

CONTRACT: Permanent

WORKING HOURS: Full time, 35 hours per week

About King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are delivered in 20 countries within the Commonwealth and beyond across Africa, Asia, the Caribbean, Europe and the Middle East.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, work and thrive.

We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

Purpose of the role

The Evaluation Advisor will play a critical role in helping King's Trust International (KTI) achieve its ambition and 10-year strategic goal of reaching one million young people. This role is central to strengthening and scaling up our impact measurements, enabling us to assess progress, ensure quality, learn effectively, and showcase good practice.

Sitting within the Impact team, you will provide technical advice and support on monitoring, evaluation and learning (MEL) to regional delivery teams and partner organisations throughout the project life cycle, from project design through implementation, evaluation and transition/exit. You will also lead on and support organisational impact projects. Your focus will be on employability and enterprise programmes.

As a learning partner on employability and enterprise, you will collaborate with internal stakeholders and partners to help continuously improve and maximise impact. You will spend time understanding priorities, challenges and culture and facilitate learning activities.

We are seeking an individual with strong expertise in MEL, experience working within an evaluation team, and a track record of supporting the development of monitoring and evaluation systems. Technical knowledge of employability and enterprise programming is an advantage.

The successful candidate will be a resilient, enthusiastic self-starter with a strong understanding of the challenges facing young people, and the ability to deliver results under challenging and varied circumstances.

Key relationships

- Impact Team (which this role sits within)
- Programmes Team, including Heads of Region and Programme Managers
- Programme Quality Function (Impact Team, Digital & Design Team, Safeguarding Team)
- In-country partners responsible for programme delivery
- External stakeholders, including funders, as required
- Other colleagues across King's Trust Group organisations as required

Budget

No budget responsibilities.

Key areas of responsibility

Monitoring, Evaluation and Learning (MEL) System Design and Strengthening

1. Lead the development and refinement of MEL systems for employability and enterprise programmes, including co-creating Theories of Change and advising on logic models, M&E frameworks and selecting appropriate indicators.
2. Lead on the MEL framework, data collection tool development and learning process for at least one strategic cross-cutting theme (gender, climate, digital).
3. Design, test and roll out robust qualitative and quantitative data collection tools, working closely with internal stakeholders and partners.
4. Provide technical advice on the practical application of MEL processes, including troubleshooting challenges during implementation.

Building Capacity and Contributing to a Learning Culture

5. Under the guidance of the Senior Impact Manager and Senior Design Manager, act as a learning partner, collaborating with internal stakeholders (e.g. Working Groups) and partners to identify learning priorities, develop practical learning questions, synthesise learning, facilitate reflection and learning spaces (such as learning workshops), support teams in sense-making of data and connecting data to decision-making cycles.
6. Produce clear and accessible MEL guidance and resources for staff and partners, including via KTI's Partner Hub.
7. Design and deliver remote and occasional in-country training and workshops to strengthen MEL capacity and support knowledge exchange.

Evidence Generation and Reporting

8. Lead or contribute to the design, implementation and dissemination of project and programme evaluations.
9. Analyse, synthesise and interpret data to generate meaningful insights that inform decision-making and adaptation.
10. Provide MEL input to internal and external reporting, including KTI's Annual Impact Report and funder reports, ensuring accuracy and clarity in the presentation of results.
11. Contribute to funding proposals, ensuring alignment with organisational approaches and donor requirements.

General

12. Keep up to date with developments in MEL, as well as relevant global issues for young people, and champion good practice.
13. Contribute to shaping and implementing the Impact team's Equality, Diversity and Inclusion (EDI) action plan.
14. Monitor and champion data security and GDPR.

15. Carry out any other duties as may reasonably be required by King's Trust International, when required.

Person Specification

The successful candidate will be a resilient, enthusiastic, self-starter with a strong understanding of the challenges facing programming for young people to Learn, Work and Thrive, and the ability to deliver results under challenging and varied circumstances. They will have demonstrable experience of developing monitoring and evaluation systems and processes, as well as strong planning and organisational skills and the ability to work effectively with people at different levels of seniority and from different countries in the public, private and voluntary sectors, with evidence of their ability to influence and secure sustainable results. They will have enthusiasm and passion for the vision of The King's Trust International, and a conviction to deliver positive outcomes for young people worldwide.

The Essential Criteria below describes the skills, knowledge or qualifications that are necessary to be able to do this role. Some criteria will be assessed at the shortlisting (**S**) stage and this will be based on the information you have provided in your CV and supporting statement. Do not just say, for example, 'I have good communication skills'. Your statement should provide evidence of how you have gained this experience or used this skill or knowledge. If the skill has been gained in a very different context than the role you're applying for, you may want to add how you think the skill will transfer to this role. Other criteria may be assessed as part of an assessment (**A**) or at interview (**I**). Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	When it will be assessed?
Skills and knowledge	Excellent knowledge of monitoring, evaluation and learning processes within an international development context.	This role needs an expert in evaluation who can advise on best practice and champion the use of evaluation and learning throughout the organisation and with partners.	S, I, A
	Strong understanding of qualitative and quantitative data collection methods and their use in programme monitoring and evaluation.	You will be able to advise on the best way to monitor and evaluate a programme from your strong knowledge base of different evaluation methodologies.	S, I, A
	Excellent written and verbal communication skills, including the ability to explain complex and detailed qualitative and quantitative	This will allow you to communicate key results and learning effectively with a wide range of audiences. Being able to use different styles is crucial to ensure collaboration, buy-in and action learning.	S, I, A

Criteria	Essential	Why is this needed?	When it will be assessed?
	information in a simple and understandable format for non-technical audiences.		
	Excellent interpersonal skills, including the ability to work with a wide range of stakeholders from different countries and cultures	You will need to build strong and collaborative relationships internally and with our partners across different sectors and countries. Internally, you'll work closely with a range of teams.	S, I
Experience	Experience of developing and implementing monitoring, evaluation and learning systems and processes.	You will be able to lead and advise on implementing MEL systems effectively across projects in different countries and contexts.	S, I
	Experience of designing theories of change, logic models, logframes, M&E plans, data collection tools and tracking indicators.	By designing strong theories of change, logic models, logframes, M&E plans and data collection tools, you ensure projects stay focused, funders see credible evidence of impact, and teams have the data they need to learn and adapt.	S, I, A
	Experience of facilitating capacity building and learning activities	This will enable you to enhance evaluation capacity and champion a learning culture.	S, I
	Experience of leading and managing internal and external evaluations	You'll work closely with project teams on internal and commissioned evaluations. You will need to shape Terms of Reference and offer technical oversight from design to delivery and dissemination.	S, I
Competencies and Behaviours	Ability to work on own initiative to achieve agreed aims, targets and objectives and find creative solutions to problems	You'll need to be able to take the lead on a variety of projects, ensuring we meet our goals despite challenges.	I

Criteria	Desirable	Why is this needed?
Skills and knowledge	Good understanding of youth employability and entrepreneurship programmes	This will help you to understand context, design relevant indicators and frameworks, select appropriate methodologies, and interpret results meaningfully.
	Knowledge of qualitative and quantitative sampling methods	This will enable you to design credible evaluations and ensure data collected is representative, reliable and fit for decision-making.
	Understanding of Diversity, Equality and Inclusion principles and ability to apply them within monitoring, evaluation and learning.	DEI is important to us at KTI. We require someone who will put DEI at the forefront of what they do.
	Understanding of GDPR, research ethics, and global data protection.	This will allow you to advise internal and external stakeholders on applying data protection principles and good practice.
Experience	Experience of working in other countries and/or cultures	You'll need to build relationships and lead work across countries, so experience working in other countries will help you pick this up quickly.
	Experience of writing or providing MEL input to proposals	You will provide input on MEL to funding proposals, as required.
	Experience of reporting to funders	You will need to interpret data, synthesise learning and produce clear, evidence-based reports, as required.
Competencies and behaviours	Champions evaluation and learning across the organisation and support others in doing so	You will help to gain buy-in and commitment to MEL, and ensure learning and evidence-based decision making are embedded in the organisation.
	Has a curious mindset and seeks opportunities to proactively improve our MEL ways of working, including championing or piloting new ideas	You will have the opportunity to shape our approach to MEL and influence others in different ways of working.
	Excellent planning and organisational skills and the ability to manage multiple priorities, both independently and within a team	This role will be responsible for managing multiple projects. There will inevitably be very busy periods in the year, with projects pulling you in different directions. You will need to be very organised and be able to plan ahead to meet deliverables.

	Ability to pay attention to detail while seeing the bigger picture	You will need to ensure quality and accuracy in your work while also connecting to departmental and organisational strategic goals.
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WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

Here at The King’s Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that’s representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory, Stonewall Diversity Champion and a Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT NOW (Network of Women), KT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). Talk to us about flexible working hours.



OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others through reliability and holding yourself accountable for success</p> <p>Resilient in the face of challenges, not taking constructive criticism personally</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improving how we do things</p> <p>You seek opportunities to enhance own development and build expertise</p> <p>You role model a positive and constructive approach to giving & receiving feedback</p> <p>You support others in adapting to change</p>	<p>You're approachable, clear and assertive</p> <p>You cascade important and relevant information to others clearly and swiftly</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to and empathises with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build and invest in relationships across The Trust</p> <p>You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets</p> <p>You take responsibility for making and implementing logical, data-based decisions</p> <p>You're flexible and responsive as priorities and requirements change</p> <p>You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure Having a criminal record will not automatically exclude applicants.