

Shiva Foundation | Knowledge & Impact Manager

Location: London, UK

Application Deadline: 17 February 2019

Start Date: 1 March 2019

Duration: Permanent; 5 days a week

Salary: £32,000

About Us:

Shiva Foundation is a Meenal and Rishi Sachdev Foundation (MRS Foundation) initiative. MRS Foundation is a corporate foundation that aims to promote human rights through awareness raising, public education and partnerships. Shiva Foundation was set up in 2014 with the aim of tackling and preventing human trafficking and modern slavery in the UK. Our mission is to foster collaboration between and increase the capacity of organisations working to prevent exploitation and support survivors. One area we do this is with business; we believe that if we can harness the power and influence of business, we can create an anti-trafficking movement that has the resources and capacity to fight this crime.

Job Details:

Shiva Foundation is seeking a Knowledge & Impact Manager to help research future programme direction and monitor programme effectiveness. Reporting to the Managing Director, the Knowledge & Impact Manager will lead on feasibility and needs assessments in order to help Shiva Foundation reach its strategic goals. The Knowledge & Impact Manager will be expected to compile and provide evidence-based reports on Shiva Foundation's different programme areas and will also be responsible for planning relevant team development training. You will have excellent analytical and interpersonal skills and experience with various research methodologies. There may be occasions where the Knowledge & Impact Manager will be expected to conduct research for MRS Foundation's wider activities.

Specifically, the Knowledge & Impact Manager's duties include:

Programme development

- Conducting mapping exercises with a multitude of stakeholders in alignment with programme activities.
- Using qualitative methods, such as interviews and focus groups, to ascertain what gaps exist in current systems in order to inform programme design.
- Using quantitative methods when analysing trends with any of Shiva Foundation's activities.
- Creating documents to guide and support non-research staff, building their capacity to conduct research.
- Supporting all teams with data collection and stakeholder management with regards to research and mapping.
- Conducting research on policy and practice to input into new programme designs.

Bespoke research

- Conducting research for the team and Shiva Hotels on ad hoc projects on modern slavery related topics as required.
- Using evidence to guide Shiva Foundation's input and decision-making with regards to modern slavery related concerns.
- Working with partners to understand trends and analysis.

Monitoring and evaluation

- Designing a monitoring and evaluation framework for Shiva Foundation and each of its programmes, aiding the organisation in identifying its impact within projects and the greater anti-trafficking space; setting out goals and objectives in line with indicators for progress measurement with programme managers.
- Conducting data capture and analysis throughout programme delivery and informing programme changes.
- Identifying areas for programme improvement through data capture.
- Feeding into Shiva Foundation's annual report and interim reports to the Board.

Management

- Recruiting and line managing a Monitoring and Evaluation Associate who will support on all monitoring and evaluation activities.
- Developing and managing an internal learning and developing a plan to build the capacity of staff.
- Working with staff to ensure their development goals are being met and that opportunities are communicated to them.

Knowledge and Experience:

- An undergraduate or graduate degree in international development, law or other relevant discipline;
- A minimum of 3 years of progressive experience in a research role for a similar organisation;
- Experience of critically analysing research and summarising information concisely and accurately in written reports and presentations;
- Experience designing and implementing monitoring and evaluation frameworks;
- Ability to think strategically and identify new opportunities and initiatives;
- Proven experience planning, prioritising and juggling multiple demands, and openness and flexibility to take on different administrative and support tasks;
- Experience of managing conflicting demands, meeting deadlines and adjusting priorities;
- Ability to manage a heavy and varied workload effectively, to maintain high levels of both accuracy and output;
- Ability to work unsupervised;
- Knowledge of the anti-human trafficking sector in the UK;
- Ability to relate well within a multi-cultural context and with various stakeholders;
- Demonstrated commitment to Shiva Foundation's mission, vision and values; and
- Permission to live and work in the UK.

How to apply:

Please register your interest by emailing katie@shiva.co.uk with a:

- brief cover letter (no more than 1 page),
- CV, and
- writing sample of maximum 1000 words - this can be anything you have written in the past including articles, blogs or reports and does not need to be on the topic of human trafficking.

Deadline for applications is 23.59 on 17 February 2019.