



Seeking Expressions of Interest!

Position Description: Monitoring Evaluation and Learning Volunteers

Purpose of the Role

We are seeking Volunteers with experience in Program monitoring, evaluation and learning, specifically in international/ community development.

Between April 2024 – Jul 2024 ABV have 6 significant programs with end of phase evaluation and evidence of impact requirements. In the lead-up to this, we are looking for several Volunteers to support directly with program level evaluations, and likely support with the organisational requirements as well.

Key areas of knowledge/ experience include:

- Private sector development
- Resilience building at a community and regional level
- Cross sector collaborative partnerships
- Skilled volunteering
- Micro Small Medium sized enterprise development and capacity building
- First Nations entrepreneurship and economic self-determination

Skill sets and/or experience required (we are seeking a group of Volunteers so not every point need apply to you):

- 5+ years in program monitoring, evaluation and learning roles, specifically in international/ community development
- Experience and skills in nudge technology, lean data methodology
- Experience with the technology available to streamline and simplify data collection and analysis e.g. Kobo Toolbox, ODK etc.
- Experience in linking programmatic evidence and evaluation outcomes to broader frameworks such the Sustainable Development Goals or the Sendai Framework for Disaster Risk Reduction.
- Experience in quant and qual data input and analysis including using tools such as SPSS, PowerBI, R, NVIVO
- Data management framework and systems – how we collate data and extract it, aggregate it.
- An understanding of locally-led, politically-informed and adaptive forms of MERL [Monitoring, Evaluation, Research and Learning]
- Potentially someone with systems architecture/ technology background to support the systems thinking approach to MEL.

Attributes of volunteers seeking to work with ABV

- Respect for ABV staff, local communities, and their knowledge and experience
- Understanding and respect for cross-cultural contexts
- Exceptional communication skills (including interpersonal, written, verbal, non-verbal, and listening)

- Ability to read, listen to and manage community expectations and deliver accordingly
- Empathy, patience, and collaborative attitude
- Comfort in building relationships remotely (using online communication tools)
- Comfortable to trouble-shoot and manage ambiguity
- All volunteers who are traveling are required to be vaccinated against Covid-19 and must provide a Covid Certificate as proof of vaccination.

Prerequisites for undertaking volunteering assignments.

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
 - ✓ Willingness to complete a police check and Working With Children Check if selected before commencement
 - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
 - ✓ Willingness to interview for the role with ABV program staff
 - ✓ Acceptable police check and Working with Children Check before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check, compliance with all travel, entry and in-country requirements (where international deployment is part of the assignment)
 - ✓ All volunteers who are traveling are required to be vaccinated against Covid-19 and must provide a Covid Certificate as proof of vaccination.

HOW TO APPLY:

Please submit your expression of Interest to recruitment@abv.org.au as soon as possible, confirming the following:

- The Role name – **ME+L EOI**
- Confirmation that you are a registered volunteer with ABV **or** are willing to go through ABV's screening process to become a registered volunteer.
- If you are a Registered Volunteer - send a response to the selection criteria for the role, confirming you have relevant skills and experience.
- If you are not a Registered Volunteer – send your CV with a response to the selection criteria for the role, confirming you have relevant skills and experience.
- If there are any special considerations, we would need to make for you.

What will happen next?

- ABV will review all applications as they are received
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description) and asked to confirm they believe they can fulfil the role requirements.
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.