



SUPPORT, IT'S NOT A COMPLIMENT

Position Description - Monitoring and Evaluation Coordinator

About INAC

It's Not A Compliment (INAC) is a **grassroots organisation fighting for the rights of all individuals to enjoy public spaces free of the fear of harassment**. We run projects, workshops and campaigns that break through the normalisation of street harassment and encourage communities to challenge the age-old norms that make this type of harm possible in the first place.

OUR VISION

A society where street harassment is recognised as a form of harm in and of itself—not simply as a precursor to other forms of violence—where all individuals know what street harassment looks like, how to call it out and how to safely intervene to stop or prevent it.

OUR VALUES

- Intersectional
- Community-led
- Accountable and committed to learning
- Transformational
- Collaborative

Overview of the role

As the Monitoring and Evaluation Coordinator at INAC, you will work closely with different teams and the CEO to develop indicators to access impact for different projects. This newly created role is pivotal in being able to measure outcomes and ongoing areas of improvement across the organisation to ensure organisational goals and objectives are being successfully implemented.

The Coordinator (in collaboration with the CEO and team leads) will develop and execute the implementation of INAC's monitoring, evaluation and learning framework, including selection and measurement of key impact indicators to provide research insight and report on organisational impact. This also includes the implementation of INAC's projects and advocacy initiatives. The officer will provide overall quality assurance on reporting, advice, and capacity building to the CEO and organisational teams to continually improve data collection, reporting and learning processes.

Time Commitment: 15-18 hours a month

Reports to: Chief Executive Officer



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Key position responsibilities

- Develop and implement robust monitoring and evaluation tools to track project and initiatives' results including outputs, outcomes and impact against INAC's three year strategic goals.
- Analysis and reporting including the use of quantitative or qualitative tools.
- Incorporate team feedback to ensure continuous improvement.
- Work closely with team leads and managers to ensure the collection of relevant data to monitor strengths, weaknesses and areas of improvement.
- Work closely with the CEO to develop reports for the Leadership team, Board and Donor reports.
- Provide relevant evidence for ongoing learning opportunities for staff.
- Review bi-monthly progress reports ensuring evidence to back up and provide feedback to relevant staff.

Expectations of the role

You must be able to meet the following expectations for the duration of your role at INAC:

- Attend a volunteer induction session, date to be confirmed but will most likely take place on a weekend from 3 pm to 5 pm over Zoom.
- Attend bi-weekly team meetings that usually take place on Thursdays from 6.30 to 8 pm.
- Attend quarterly team development sessions.
- Complete all assigned work in a professional and timely manner.
- Keep the CEO informed if anything comes up that might prevent you from completing your work in time.

If any of the above expectations are not met regularly, there will be a meeting with management and it may lead to being terminated from the organisation.

Key Selection Criteria

- Experience in the design and implementation of M&E, ideally in a not for profit environment
- Experience in designing tools and strategies for data collection, qualitative and quantitative analysis and production of reports
- High-level accuracy and strong attention to detail.
- Strong interpersonal skills and proven ability to build strong & effective relationships in the organisation and often remote work environment
- Ability to work autonomously and as part of a team where required.
- Willingness to learn and adopt new systems and processes.
- Ability to multitask and prioritize work schedule.

Desirable

- Previous experience in Social Impact and Evaluation



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- Ability to capture data and present it in a meaningful way that can be used to support change, learning and partnerships

This role requires one to have a valid Volunteer with Children Check at all times.

How to apply

No deadline - applications will be accepted on a rolling basis and the position will remain open till filled. We highly encourage you to apply as soon as possible.

You can submit your Cover Letter addressing the key selection criteria and your Curriculum Vitae on the position page.

If you have any questions about the role, please contact us at itsnotacomplimentmelbourne@gmail.com.