actionaid Job Description and Person Specification

Job Title:	**Research & Impact Coordinator**		
Job Family:	Coordinator		
Directorate/Cluster:	Director of Programmes, Fundraising and Communications	**Unit/Team:**	Programme, MEL & Impact
Grade and Salary:	Grade C	**Contract Type:**	Permanent
Location:	GS Hubs or AA Country offices that has a hosting agreement with the GS.	**Budget Holder:**	No
Reports to: *(incl matrix reporting)*	Programme & Impact Lead		
Direct Reports:	No		
Matrix Reports:	No		
DBS (CRB) / Police Check:	YES		
This Role Might Require Travel	Yes, up to 25%		
Role Overview:	This role: • Leads on feminist, decolonial research which critically evaluates ActionAid's. added value and impact, related to the systems change vision in SIF3. • Supports quality research across the federation in line with feminist and decolonial research guidelines to raise ActionAid's profile, and leverage transformation as well as funding, including research funding. • Cleans, collates, analyses, and shares existing and new data and stories to critically demonstrate our programme impact, and impact of our participatory HRBA approaches for fundraising and learning. • Develops jointly with IT the data structure needed to monitor programme impact, generate, and collate knowledge and use this for fundraising and learning and to communicate our work widely. • Profiles ActionAid's research and impact externally. • Works closely with the GS fundraising team to develop large and impact focused proposals for donors.		
Areas of Responsibilities	**Key Activities**		

Strategic Impact and contribution	**Leads on feminist, decolonial research which critically evaluates ActionAid's added value and impact.** • Responsible for the effective implementation of and deepening practice around ActionAid's Research Signature and Feminist Research Guidelines and across the federation. • Leads on the production and sharing of learning products such as case studies, learning bulletins and infographics critically reflecting ActionAid impact and good practices. • Advises and supports federation members on the design of research and learning products related to policy, advocacy, and campaigning work. • Promotes/supports the regional programme learning forums. • Guardian of policy positions related to programme work. **Supports quality research across the federation in line with feminist and decolonial research guidelines to raise ActionAid's profile, and leverage transformation as well as funding, including research funding.** • Ensures that the ActionAid Feminist Research Guidelines are implemented through, for example, mentoring, setting up champions, training, sharing knowledge and learning internally and externally and promoting a Feminist Research Community of Practice. **Cleans, collates, analyses, and shares existing and new data and stories to demonstrate our programme impact, and impact of HRBA participatory approaches for fundraising and learning.** • Works closely with the GS fundraising team to develop large and impact focused proposals for donors. • Supports documentation of impact and stories of change, and champion the Stories Mapping project • Lead on gathering a story of change for each SIF3 outcomes, annually, bringing in Programme Quality and Impact Advisor and the stories advisor. **Develops jointly with IT the data structure needed to monitor programme impact, generate, and collate knowledge and use this for fundraising and learning and to communicate our work widely.** • Maintains a high level of up-to-date knowledge of national activities, plans, and challenges for various programmes with regards to research and ensure that information is circulated to relevant stakeholders in the GS and relevant teams for purposes of joint planning, and for learning and for sharing collective impact.

System, Policies and Procedures and Product Management	• Ensures that ActionAid's MEL work is in line with its feminist, antiracist and decolonial approaches and with a vision of a rooted campaigning organization with transformative programmes. • Ensures that PQ&MEL is systematized and embedded in all of ActionAid's work. • Reviews, updates, and develops appropriate frameworks and tools for effective federation use to ensure ActionAid's MEL approach is feminist, decolonial and anti-racist. • Supports the Annual Planning and Reporting process from a programme perspective, drawing out stories and learning. • Support the federation to apply ActionAid's Meta Theory of Change in line with the ActionAid MEL approach. • Supports the transition towards Transformed Federation Reporting by ensuring ActionAid's reporting is decolonial and feminist and supports the roll out of the APF across the federation in line with this vision.
Issue Resolutions, Crisis/Risk Management	• Supports commissioning managers to mitigate risk in international publications e.g. libel, reputational risk.
Communications, Influencing and Coordination	Profiles ActionAid's research and impact internally and externally • Keeps abreast with cutting edge Research and MEL approaches, including feminist MEL and methodologies to track change in shifting power relations. • Profiles ActionAid's work in feminist research in external platforms • Supports document sharing through knowledge hubs. • Coordinates the Research Community of Practice Works closely with the GS fundraising team to develop large and impact focused proposals for donors. • Ensures fundraisers have sufficient knowledge of ActionAid's evidence of impact and clarity on process.
People Management	• Maintain close working relations with multi-country project managers / Coordinators. • Maintain a strong sense of community / shared identity amongst EAGLEs across the federation.
Other delivery on strategic/ functional priorities (Directorate-specific - maximum 5 KPIs)	• Ensure programme quality indicators are updated in line with SIF3 and used across the federation. Also, well-designed MEL and impact assessment should be integrated into all multi-country projects managed by the Global Secretariat. • Ensure a reinvigoration of participatory methods and HRBA across the federation in line with SIF3. • Ensure feminist, decolonial approaches to MEL and impact assessment are mainstreamed. • Support in increasing successful funding proposals from major donors. • Support increasing comms products related to the impact and knowledge generated by AA.

PERSON SPECIFICATIONS

Education and Qualifications	• Masters (or equivalent experience) in development related social sciences with a strong programme development and management component or substantial experience leading, and doing programme/participatory research, evaluation, learning and knowledge management.
Essential Experience	• Must have specific and substantial experience of managing research that contributes to a rights-based development programmes with poor and excluded communities in the global South. • Must have substantial experience of and commitment to decolonisation of knowledge. • Must have experience in providing research and MEL support to large donor funded projects. • Must have HRBA programming and monitoring experience, including working with partners and social movements. • Must have specific and substantial experience of designing and implementing rights-based development programmes with poor and excluded communities in the global South.
Essential skills	• Familiarity with the range of approaches and methods currently being used in the sector to monitor and evaluate policy, advocacy, campaigning and public engagement efforts. • Ability to document programme experiences and generate lessons learnt and knowledge. • Dynamic, participatory leadership style with superb negotiating and influencing skills – without the power of direct line management. • Proven ability to persuade and inspire through communication, as well as negotiate and influence change, with sensitivity. • Able to work closely with others (often from a distance) to meet tight deadlines and multiple priorities. • Ability to work in a multicultural context/environment, engage in social justice activism/advocacy and demonstrate innovative Practices.
Language requirements	• Excellent written and spoken English. • Proficiency or Knowledge of a second language will be an asset.

People Management Responsibility		
Approximate number of people managed in total		
Team Leader	Coaches team members (at least three) in skills; leads, schedules, allocates and monitors work	No

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement.
- **Feminist Leadership**: Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power).
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence, and Humility
- **Promoting a healthy and safe working environment:** ActionAid is committed to promoting SHEA and Safeguarding policies and values and has a **zero-tolerance** policy for any form of sexual exploitation and abuse to create a safe working environment for the staff.