



Job title:	Geospatial Services Quality Coordinator
Job purpose:	To deliver MapAction's monitoring and evaluation (M&E) function to enable articulation of the organisation's impact and promote learning. To deliver map and data outputs in response to emergencies.
Hours:	37.5 hours per week
Location:	MapAction's offices in Saunderton, Buckinghamshire
Salary:	£31,000-£33,000
Contract:	This is a full-time, substantive position
Responsible to:	Operations Director

About MapAction

MapAction (mapaction.org) is a leading humanitarian mapping charity. It deploys skilled volunteers to international humanitarian emergencies to map priority needs. This mapped information helps responders target their response effectively, contributing to saving lives and minimising suffering.

MapAction has built a strong reputation in the humanitarian sector and is a technical partner of the United Nations. Much of that reputation is based on the well honed procedures and capabilities that the organisation has developed in the production of static and digital GIS products for humanitarian responders.

The humanitarian context is changing and requires organisations working in the field of information management and GIS to adapt to this, ensuring the needs for rapid and accessible information are met.

The charity has attracted funding from UK Government (DFID), United States Agency for International Development, Dutch Government, European Union and other major donors. HRH Prince Henry of Wales has been the charity's patron since 2007.

This is a new role to MapAction reflecting our requirement to further enhance our monitoring and evaluation practice and add further predictable capacity to our remote mapping function.

The closing date for applications is Friday 31st August 2018.

Please note the recruitment of this role is urgent and we may shortlist and appoint before the closing date. If you are interested in the role you are encouraged to apply at the earliest opportunity.

Main Responsibilities

The post holder is responsible for three key areas of activity:

- a. **Monitoring, Evaluation and Understanding (M&E) Impact** - designing MapAction's approach to and tools for monitoring and evaluating programme activity, and for coordinating M&E activities to enable quality reporting and learning. Reporting to the Operations Director, the post holder will work closely with all relevant members of the team.
- b. **Mapping Support** – remote mapping service provision is led and coordinated by the Deployments Coordinator, with support from this role in delivering key account support. To deploy for M&E purposes, and in exceptional circumstances in the GIS deployable role.

- c. **Technical Authorship** – working under the coordination of the Communications lead, work closely with the volunteers, technical, operations and fundraising team; write, coordinate and propose technical communications and support the update and distribution of key documents.

Key Activities

Monitoring, Evaluation & Understanding Impact

- Coordinate the development of MapAction’s M&E strategy and plan, and lead its implementation within budget parameters and with relevant directors, circles and team members.
- Coordinate all M&E activities, develop systems, templates and tools and ensure they are fully operationalised, maintaining an understanding of humanitarian and technical best practice.
- Train, guide or support others to ensure monitoring and evaluation is done well.
- Design and lead response evaluations, drawing on best practice and in light of professional standards and pulling together data and analytics on deployments or responses, contracting and managing consultants, and working with partners to learn from our activities within a response.
- Advance a culture of evaluation and learning; ensure lessons learned from deployments are identified and built into future plans, SOPs & SAPs, and training modules as appropriate.
- Create and produce individual response and annual response dashboards making use of web analytics and other relevant technology, which will be explored and proposed by this role.

Map and Data Product Support

MapAction is building its remote support capacity to extend services to more responders. The overall prioritisation and tasking is led by the Geospatial Services Coordinator, with the Geospatial Services Quality Coordinator being key to ensuring MapAction is able to provide a predictable service.

Deployment support is required to enable MapAction to deliver more responses, and to cover team members when they are away from the office.

- Deliver timely map and data products to clients as part of the remote mapping service. Requests often have a short turnaround and may involve out of hours work.
- Ensure all products (maps and data) are published and distributed through the appropriate channels.
- Provide support during deployments on tasks such the data scrambles, support base and additional remote mapping.

Technical Authorship

- Working closely with the Communications Lead, Head of Development and Technical Director; coordinate with the wider team and where desirable produce pieces on hot topics to further the M&E agenda and coordinate the writing of, or author, key documents and blogs.
- Maintain and develop technical publications such as the “Field guide to humanitarian mapping”.
- Ensure the composition and publication of appropriate MapAction Standard Operating Procedures (SOPs)

Other

- Support the Training Coordinator with the delivery of the Humanitarian Mapping Course when appropriate.
- Deliver training on M&E and topics within scope as required during the year’s weekend training schedule.
- Actively participate and represent MapAction on internal and external working groups, projects, networks and events where appropriate, including participation at weekend training events as required.

- Contribute to MapAction's wider strategy, plans, policies, procedures and decision-making, where appropriate.
- Participate in team meetings, deliver updates and assist in developing and implementing projects and initiatives to support the achievement of MapAction's targets.
- Act at all times in the best interests of MapAction, continually promoting the vision and mission of MapAction.

Key Competencies

MapAction is seeking an individual experienced in understanding and monitoring data for programme impact, qualitative and quantitative analysis and understanding of the tools that support this.

Essential

- Excellent communication skills and the ability to express ideas, concepts and messages well, verbally and in written English.
- Qualitative and quantitative analytical skills.
- Proficiency in GIS; we currently use a mixture of ArcMap, QGIS, and ArcGIS online.
- Creative approaches to visualisation.
- Proven 'get it done' attitude with an ability to work independently.
- Experience of working to deadlines and demonstrable ability to use initiative, work independently, and prioritise a diverse workload effectively under pressure.
- Strong commitment to MapAction's mission and values.

Desirable

- Humanitarian response experience.
- Experience of exploring and using web analytics.
- Project management experience.
- Teaching and training experience.
- Some scripting experience (for example Python or JavaScript) might be advantageous.

Additional Information

- Must have the right to live and work in the UK (MapAction is unable to consider candidates who do not already hold appropriate permissions).
- The job holder will be required to work from the MapAction offices
- Flexibility and willingness to work outside office hours including evening and weekends, attending monthly weekend training events as required.
- Note: this is an operational role in a small, highly specialised charity and an appreciation of, and affinity with, the humanitarian purpose of the charity is essential.
- Must have a full, clean driving licence.

Equal Opportunities Policy

MapAction is an Equal Opportunities employer. All employees have a personal responsibility to promote and support measures designed to create a working environment which is free from harassment or discrimination on the grounds of gender, marital status, family status, age, race, religion, disability, sexual orientation, membership of the Travellers community or HIV&AIDS status.

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate achievement of the responsibilities in accordance with the performance review process.