

ROLE TITLE	Monitoring and Impact Coordinator
DEPARTMENT	Thriving Communities
OPERATING ASSOCIATION/ DIRECTORATE	Customer and Communities
RESPONSIBLE TO	Investment and Commissioning Manager
RESPONSIBLE FOR	Graduate Placements

ROLE PURPOSE	<i>One or two sentences giving a simple statement of why the role exists</i>
<p>The role will provide coordination of Thriving Communities monitoring and impact, ensuring compliance with contract delivery across the Community Investment Fund, including supporting commissioned partners in monitoring and impact reporting and collating all information for internal and external reporting.</p> <p>To work with Thriving Communities colleagues to deliver consistent and effective monitoring, evaluation and impact reporting to support performance reviews with contracted partners to support service improvements as well as informing future commissioning.</p> <p>To work across the Thriving Communities team to understand ‘what works’ across programmes and research and identify best practice. This includes analysis on the effectiveness of the Better Days programme.</p>	

ACCOUNTABILITIES / RESPONSIBILITIES	<i>Statement of the main areas of responsibility</i>
<ul style="list-style-type: none"> • Manage and maintain effective monitoring system for accurately capturing and tracking all appropriate targets and funding conditions for Thriving Communities funded projects. • Ongoing development and implementation of existing or new reporting systems in line with funders’ requirements. • Manage the collation of timely and accurate project monitoring reports on from across the team, helping to liaise with partners and other teams where appropriate to manage performance. • Coordinate our graduate placements programme, identifying, sourcing and managing graduates to take on short term evaluations. • Lead on calculating social value measurement of projects e.g. HACT using new and existing tools. • Advise and support on setting reporting requirements, including outcomes and impact measurement, for new projects. • Provide data and impact and evaluation information to promote the work of the Thriving 	

Communities team both internally and externally, including support with external funding applications.

- Provide impact and evaluation reports on the business benefits, customer impact and community impact of projects.
- Support colleagues in carrying out internal evaluations and in commissioning external evaluations.
- Support Orbit’s IT transformation programme providing subject matter expertise for Thriving Communities monitoring and reporting requirements.
- Assist the Thriving Communities Team with any other appropriate functions as directed by the Management Team.

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	<i>The tools needed to do the role</i>
Essential skills & Requirements	<ul style="list-style-type: none"> • Relevant experience in the coordination of monitoring and reporting data, preferably experience of delivering monitoring for public sector / charity sector funding programmes. • Experience of analysing data and leading evaluations • Demonstrable skill in the creation and use of Excel spreadsheets and associated manipulation of data and reporting • Good levels of numeracy and literacy • Attention to detail • Able to efficiently analyse numerical data, performance information and qualitative information for reporting • Good organisational and time management skills • Experience in liaising with external partners

Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.