

Job Specification:

Programmes Performance and Learning Coordinator

Department:	Programmes, Programmes Quality Team
Scale:	UK 3
Line managed by:	Head of Programmes Performance and Learning
Responsible for line managing:	N/A
Location:	UK Affiliated

MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's Values: Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose.

EXPERT - through excellence and expertise we build trust.

INTEGRITY - we strive to do the right thing.

COMPASSION - people come first in everything we do.

INCLUSIVE - we are inclusive, and we value diversity.

Job Purpose:

The Programmes Performance and Learning Coordinator will play a key role organisationally by enhancing our ability to report on the efficiency, effectiveness, and impact of MAG's work. Whilst reporting to the Head of Programmes Performance and Learning, the PPLC will support MAG's Contract Director working on the monitoring, evaluation and learning of complex, multi-country contracts, including the UK FCDO Global Mine Action Programme (GMAP) and the Dutch MFA Mine Action and Cluster Munitions (MACM) programme. The PPLC will support programmes to gather and analyse data to monitor the impact of our projects and programmes, contribute to internal and external evaluation and research processes, and produce relevant, robust case studies and learning products to share inside and outside the organisation. The PPLC will work in collaboration with programmes and technical staff to adapt project and programme delivery to improve programme performance. The PPL Unit is one of three units of MAG's Programmes Quality Team.

The post holder will be required to travel to programmes across MAG and/or to deliver training sometimes at short-notice up to 25% of the time.



Job Description

Programme performance:

- You will support programmes to ensure that MEAL frameworks, logframes and other contract management tools are completed and in line with donor requirements.
- You will undertake thematic studies to deepen understanding of programme areas, contributing to the body of knowledge within the organisation and the wider sector.
- You will assist the Head of PPL in ensuring that MAG's Programme Performance and Learning agenda contributes to MAG's current Global Strategic Framework.
- You will support in the integration of cross-cutting themes such as gender, diversity and inclusion, conflict sensitivity, and environmental considerations into programme planning and delivery.
- You will collaborate with the wider Programme Quality Team to assess programme performance and synthesise findings into actionable recommendations and learning products for a range of stakeholders, including donors, partners, and internal teams.

Monitoring, Evaluation, Accountability and Learning:

- Working closely with the Contract Director and Head of PPL, you will support the establishment of appropriate MEAL frameworks for GMAP and other multi-country projects.
- Working closely with the Contract Director and Head of PPL, you will support programmes to establish and monitor key performance indicators for the delivery of GMAP and other relevant multi-country contracts.
- Support the design and management of external monitoring and evaluation processes as needed.

Training and organisational development:

- You will support the development of training materials to develop staff capacity to undertake monitoring, evaluation and learning activities, including guidance on specific methodologies and tools such as Logical Framework or Theory of Change.
- Working alongside other relevant staff in the Programmes Department, you will support the delivery training to build capacity of staff in monitoring, evaluation and learning. This may require direct training delivery in programme countries.
- You will work to foster a culture of continuous learning and improvement across the organisation.
- Engaging with various teams across the organisation, you will work to ensure a cohesive approach to programme performance and learning.
- You will contribute to the development of policy briefs and advocacy materials by providing evidence-based insights and report summaries.

Representation, reporting and knowledge sharing:

- You will support representation of MAG at contract coordination meetings and at ad hoc meetings organised by donors regarding the delivery and oversight of the multi-country contracts.
- Taking lessons learned from research and MEAL activities, you will represent MAG at relevant meetings when required, and support the organisation of side events, workshops and so on.
- Working closely with the Programmes, Policy and Strategic Partnerships and Communications Departments, you will ensure data collection and research supports policy and advocacy positions and requirements.
- You will contribute to robust, accurate donor reporting.
- Building on lessons learned and your experience of researching and analysing performance in the delivery of existing projects, you will input into new bids and proposals as required.

All staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programmes.
- Travel internationally, sometimes to developing countries and areas in conflict, as and when required.

- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- Proven experience in, monitoring and evaluation of projects, preferably in a conflict or post-conflict environment
- Experience of developing, monitoring and evaluating complex projects and programmes, particularly in relation to outcome assessment
- Experience of carrying out qualitative and/ or qualitative data analysis
- Experience of working on projects with government, INGO and/ or local partners
- Experience of having developed and managed successful relationships with donors and/or partners
- Experience of representing an organisation to external stakeholders in public forums and events

Essential Skills and Knowledge

- Knowledge of different project planning tools such as Theory of Change, Logframe or results-based management
- Knowledge of different MEAL approaches such as outcome mapping, most significant change or contribution analysis
- Ability to work in a collegiate and collaborative manner with partners
- Ability to design and deliver external facing materials such as presentations, blogs, statements, case studies

Essential Aptitude

- An ability to work across and between different teams in a constructive and collaborative manner in order to achieve different goals
- An ability to balance the granular side of contract delivery with the bigger picture of achieving and measuring long-term change

Desirable

- Masters Degree in a relevant subject
- Experience of producing learning products and delivering training
- Experience of working on development/humanitarian projects, preferably in a conflict or post-conflict environment
- Knowledge of the mine action or disarmament sector
- Key language skills (e.g French, Spanish, Arabic)

Signed employee:	Date:
Signed manager:	Date:

August 2025