

The geographers behind the map – Job descriptions

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MEAL Coordinator role based on [Senior MEAL Coordinator | MapAction | LinkedIn](#), accessed 11 April 2025

Job Role: Senior MEAL Coordinator

Job purpose: To be part of a team coordinating the design and delivery of Monitoring, Evaluation Accountability and Learning (MEAL) deliverables in MapAction programmes including the programme enhancing Geospatial Information Management for anticipatory action (AA) decision makers.

Start date: June, 2024

Location: Hybrid, United Kingdom

Contract: Substantive position until end of June 2025, 30 hours per week over 4 or 5 days.

Salary: £35,750 pro rata

Responsible to: Head of Monitoring, Evaluation, Accountability and Learning (MEAL)

The Opportunity

To use your MEAL and people skills to make a positive difference in the world! The Monitoring, Evaluation, Accountability and Learning function within MapAction has grown significantly over the last few years and we plan to expand this further as part of our current strategy. MapAction is embarking on a new phase of work delivering Geographic Information Management expertise in different programmatic fields; including Anticipatory Action (AA) and Health. As part of this, you will help deliver externally facing MEAL projects, help deliver the results framework for programmes and contribute to our cross-organisational MEAL.

Working closely with the Head of MEAL, the Project Management Coordinator and Programme Managers, this role will coordinate and co-deliver support to organisations which are working in AA to develop results and evidence frameworks, and sustainability planning to improve longer term efficacy. Beyond this, the role also includes working on programme wide MEAL activities and contributing to MapActions internal MEAL systems and processes. You will have the chance to work with a diverse group of technical specialist volunteers, colleagues and partner organisations.

You'll be joining at an exciting time for the organisation, with plenty of opportunities to develop and learn more about the role of data and Information Management (IM) in the Anticipatory Action and humanitarian sector. If you care about our mission, have great facilitation, monitoring and evaluation skills and enjoy working with people, then this is the role for you!



Why MapAction?

MapAction is a leading humanitarian mapping charity delivering information services and products to enhance decision making in disasters and conflicts. In collaboration with our partners, this mapped information helps responders understand vulnerabilities and target their response effectively, contributing to saving lives and minimising suffering. We work through a team of technical expert volunteers and a small paid staff team.

We have built a strong reputation in the humanitarian sector and are a technical partner of the United Nations, Non-Government Organisations and Civil Society Organisations, the Red Cross, Red Crescent Movement, regional entities and national authorities.

The humanitarian sector is evolving, and technical expertise such as GIS, mapping, information management, data processing and visualisation are becoming increasingly utilised for improving decision making in complex humanitarian response. MapAction and our partners are uniquely positioned to provide technical expertise in support of this.

We have an exciting and ambitious new strategy which will see us help reduce vulnerability in emergencies for those at greatest risk through supporting local technical and emergency leadership and promoting the exchange of well analysed data. A particular area of focus will be in support of Anticipatory Action.

About You

You are a doer, passionate about working with others to use your MEAL expertise for continuous improvements in humanitarian work. You have experience designing and implementing programme level results frameworks for institutionally funded initiatives and are able to work to deadlines, in a fast-paced environment. You will have sound organisational and interpersonal skills, and are committed to using your skills for good in a humanitarian context. You will also have project management experience and skills.

You are comfortable designing and facilitating workshops on MEAL topics, experienced co-creating results frameworks and have worked on sustainability considerations of programmes. Ideally you have experience working on Anticipatory Action or data and IM in a humanitarian context, although this is not essential. You must be happy to take the initiative, problem solve and think outside the box and show a commitment to the vision of the organisation. You want to work in a diverse organisation that is concerned about minimising its environmental impact, and cares about everyone in the team. Be assured, you will be supported in your role as you grow.

Main Responsibilities

- Lead on the design and delivery of workshops which co-create results and sustainability frameworks for MapAction programmes and projects
- Provide mentoring and support to organisations in the implementation of results and sustainability frameworks
- Lead on the delivery of programme MEAL frameworks, by working cross-departmentally and with Programme Managers
- Keep internal monitoring systems up to date
- Support the design, delivery and dissemination of internal programme evaluations and learning reviews
- Support the monitoring of strategic key performance indicators
- Contribute to institutional reporting
- Conduct internal debriefs, end of project reporting and continuous learning processes



- Contribute to biannual, cross- organisational process to collect and communicate results and insights
- Help maintain oversight of following good quality project management

Key Competencies (Essential And Desirable)

We have identified some essential competencies but, in understanding the role, you might have skills and experience we did not think of to supplement this list. If you think you do, please tell us about them. This role includes opportunities to develop and grow your competencies over time.

Essential

- Strong commitment to MapAction's mission, values and volunteer ethic
- At least four years experience working in monitoring, evaluation, accountability and learning (MEAL)
- Experience reporting to donor requirements
- Excellent communication skills and the ability to coordinate with multiple stakeholders, build and maintain relationships
- Strong workshop design and facilitation skills
- Good IT skills and experience of Microsoft Office, Google applications and electronic record keeping
- Ability to travel internationally, with several trips a year, for up to a week at a time. We anticipate this will be no more than six trips.

Desirable

- Experience of designing and conducting internal evaluations for external audiences
- Experience working in international development and/or humanitarian response
- Project management qualifications or experience
- Experience using project management software
- Knowledge of additional languages, especially French and Spanish would be desirable



What does it mean to be part of the MapAction team?

Being part of MapAction means entering a close-knit community of highly skilled and committed professionals in different industries, with years of experience both in academia, the public or private sectors and in the humanitarian world. It means using your unique skills to help prepare for, anticipate, or respond to humanitarian emergencies, enabling our partners to provide life-saving support.

At MapAction, training and team building are at the heart of our organisational culture. We have frequent meet-ups in person and online where paid staff and volunteers get together for training opportunities and skill-sharing, to strengthen our service offer.

As a volunteer, you can participate in all levels and areas of the organisation, working alongside our colleagues at various UN agencies and/or other humanitarian partners. Volunteers also steer the organisation's strategic direction and are involved with designing and implementing our operational capacity.

As a member of the team, you will be expected to participate in at least 6 weekend training events annually. This must include our annual simulation exercise, which all volunteers are required to attend. Other weekend training events include 5 annual training weekends where we get together in person at various locations around the UK, and 4 online development days. Volunteers should live either within the UK or within reasonably easy and affordable reach of the UK in order to be able to attend face to face training events.

You will also be expected to participate in project work and/or emergency missions and support. Generally, that takes the form of a couple of weeks of full-time work either remotely or abroad each year to 18 months. There is also the potential to be involved in remote, regular engagement work of a few hours per month. To be a successful volunteer, you should have a very good working relationship with your employer and the ability to take time off for volunteering work. MapAction can help support employer engagement.

Exceptionally, we can accommodate different engagement styles and requirements, depending on the specific situation.

From the MapAction team you can expect:

- A chance to put your skills to use in the context of a humanitarian crisis
- Access to our unique network, and the opportunity to exchange with a unique and diverse set of professional geospatial and data peers
- Opportunities to learn and develop new skills
- Opportunities to travel: conferences, training events, project work, missions
- A never-ending supply of snacks during training events (we take our snacking seriously)
- All MapAction-related expenses covered: travel and mission-related costs, including insurance

What are we looking for?

If you feel you are a good match but do not feel like you meet all the requirements, we are still happy to receive your application!



The core skills we look for in all of our geospatial team members are the following:

- A desire to use their skills, experience and dedication in the cause of humanitarian ends
- Good team player with leadership and/or project management experience or ambition wherever possible
- Exceptional communication skills, to explain your work to people who don't understand the mechanics behind data analysis, and experience in understanding partner needs and requirements, in particular working with non-technical clients
- Adaptable, resilient and solution-oriented
- Self-motivated and organised
- Time to commit to MapAction, for more details on the time commitment, please refer to the "What does it mean to be part of the MapAction team?"
- Some professional GIS experience
- Experienced ArcGIS Pro or QGIS user (ideally both)
- Teaching, training or capacity building experience
- Good project management skills

Additional desirable skills that you may have include:

- Practical experience with one or more of these: ArcGIS Online, PowerBI, Kobo, GeoServer, PostgreSQL / PostGIS, OpenLayers, Leaflet, MapBox, QGIS Server, MapServer, Google Earth
- Humanitarian knowledge/experience
- Languages (particularly French, Spanish and Arabic)
- Adventure or professional travel experience or relevant international work experience
- Graphic design/visualisation skills
- Monitoring and evaluation
- Programming (especially python)

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Humanitarian Training Specialist based on [Training Services Coordinator at MapAction | Jobs at MapAction](#), accessed 11 April 2025

Training Services Coordinator at MapAction

Job purpose: To be part of a team coordinating the design and delivery of MapAction's internal training for our team of volunteer technical specialists, aimed at maintaining and enhancing our capability to prepare for and respond to humanitarian emergencies.

Hours: 37.5 hours per week (full time substantive role)

Start date: 1 October 2023

Location: Remote, United Kingdom (with requirement to travel to staff days and team training days throughout the year).

Salary: £28,922 per annum

Responsible to: Head of Training Services

The Opportunity

Use your organisational and people skills to make a positive difference in the world! This role is at the heart of MapAction's work, ensuring that our team of technical specialists have the skills knowledge and experience to prepare for and respond to humanitarian emergencies all over the world. You'll be joining at an exciting time for the organisation, with plenty of opportunities to develop and learn more about adult learning and training in the humanitarian sector.

Working alongside the Head of Training Services, this role will be responsible for the smooth running of MapAction's internal training programme. This will include working with a diverse group of technical specialist volunteers, colleagues and partner organisations to help design and deliver really impactful training initiatives.

If you care about our mission, have great organisational skills and enjoy working with people, then this is the role for you!

Why MapAction?

MapAction is a leading humanitarian mapping charity delivering information services and products to enhance decision making in disasters and conflicts. In collaboration with our partners, this mapped information helps responders understand vulnerabilities and target their response effectively, contributing to saving lives and minimising suffering. We work through a team of technical expert volunteers and a small paid staff team.

At MapAction, training and team building are at the heart of our organisational culture. We have frequent meet-ups where paid staff and volunteers get together for training opportunities and skill-sharing in areas such as fieldwork, anticipatory action, emergency preparedness and GIS technical development.

About you

You will have strong organisational and people skills, and be committed to using your skills for good in a humanitarian context. You are able to work to deadlines, in a fast-paced environment and confidently engage with volunteers, colleagues and our partners. Ideally you have event or training coordination experience, although this is not essential. You must be happy to take initiative, problem solve and think outside the box, and show a commitment to the volunteer ethic of the organisation. Whilst experience in the humanitarian sector is not required, a strong interest in the sector and emergency response is important. You want to work in a diverse organisation that is concerned about minimising its environmental impact, and cares about everyone in the team. Be assured, you will be supported in your role as you grow.

Essential:

- Strong commitment to MapAction's mission and values
- Excellent organisational and administrative skills
- Qualifications in Management, Education, Administration or similar discipline or demonstrable experience in lieu of formal qualifications
- Excellent communication skills with the ability to coordinate with multiple stakeholders, build and maintain relationships
- Good IT skills and experience of Microsoft Office, google applications and electronic record keeping
- Must be available to work 6 weekends a year to help coordinate team training

Desirable:

- Events or training coordination experience
- Project management qualifications or experience
- A full UK driving licence and access to a vehicle