

POSITION DESCRIPTION

JOB TITLE:	Chief Executive Officer
LOCATION:	Wellington
REPORTS TO:	Chair Person
DATE:	March 2017

About Save the Children

Save the Children New Zealand (SCNZ) is a long-standing member of the leading international development and humanitarian organisation Save the Children Association which supports child-focussed operations in more than 120 countries around the world worth more than US\$ 2 billion annually. SCNZ implements a portfolio of development projects across nine countries in Asia, South-East Asia, the Pacific, and New Zealand, and responds to humanitarian events world-wide. SCNZ's development focus is education (early childhood and primary education; literacy), disaster risk reduction (DRR) and climate change adaptation (CCA). We also have Child Protection and Child Poverty projects. We partner with other New Zealand civil society and public sector organisations and international Non-Governmental Organisations (NGOs).

Save the Children NZ is a 'child safe' organisation. We will do all that we can to ensure that children and young people's experience of our organisation is one that is free from any form of exploitation or abuse and that they feel respected and safe. Anyone representing our organisation is expected to adhere at all times (both in their private and professional lives) to the highest standards of behaviour towards children, young people and their families. This is clearly stated in a Code of Conduct and our Child Safeguarding Policy, and all employees agree to abide by these policies and sign a declaration stating such. If there are concerns regarding our own representatives, they will be investigated honestly and fairly with due regard to internal disciplinary procedures and national legal procedures.

Purpose of the role

The core purpose of this role is to provide leadership and direction for Save the Children New Zealand. The CEO will work closely with Save the Children Board of Directors to develop strategies to grow fundraising, advocate for the rights of children and develop and monitor high quality Programmes both domestically and globally. The CEO will ensure effective implementation of the strategy, drive implementation and report on results.

Key Result Areas

Key activity	Performance criteria and outcome
Leadership	<ul style="list-style-type: none"> • Provide a clear vision, purpose for the organisation • Operate as a positive role model for the culture of the organization; principled and acts with integrity • Understands and navigates organization dynamics; builds strong informal networks • Develop high a performing collaborative team; is inspirational and present • Positively contribute to the wider Save the Children organisation and other stakeholders to reinforce the SCNZ values • Provide the Board of Directors with trusted feedback and advice • Resourceful – willing to take measured risks
Self-Awareness	<ul style="list-style-type: none"> • Is self-aware and has inner confidence • Asks for feedback • Is Reflective and sensitive to the impact on others • Understands personal strengths and gaps
Strategy	<ul style="list-style-type: none"> • Understands context and has a clear long-term view • Navigates ambiguity and is relentlessly solutions driven • Use strong analytical and innovative thinking to develop a clear business strategy to achieve goals • Ensure alignment with Save the Children strategic direction
Fundraising	<ul style="list-style-type: none"> • Develop high performing fundraising strategies which are cost effectively implemented by the Fundraising Director and their team • Ensure fundraising goals are achieved
Financial Management	<ul style="list-style-type: none"> • Strong financial leadership • Ensure financial goals are achieved
Communications	<ul style="list-style-type: none"> • Ensure there is a clear communication strategy which maximizes opportunities for advocacy, fundraising and builds Save the Children’s brand reputation
Key Stakeholder Relationships/Collaborator	<ul style="list-style-type: none"> • Has a strong leadership presence • Establish strong trusted stakeholder relationships that can be leveraged to help deliver results e.g. MFAT, SCI & other NGOs we collaborate with for Programming
Reputation	<ul style="list-style-type: none"> • Develop and maintain a strong positive brand reputation for SCNZ • Ensure SCNZ’s profile is enhanced through media appearances, and top-level engagement with

Key activity	Performance criteria and outcome
	Government, business, the general public and other NGOs <ul style="list-style-type: none"> • Form positive collaborative relationships with member branches and volunteers
Programme Leadership	<ul style="list-style-type: none"> • Develop a clear strategy for Save the Children Programmes both within New Zealand and Internationally • Engage with funding providers to support Programmes where required e.g. MFAT, Grants, Trusts etc. • Ensure Programmes are well planned • Ensure Programmes are implemented and managed effectively
Advocacy	<ul style="list-style-type: none"> • Act as the chief external advocate for the organisation ensuring key messages for the goals of Save the Children are heard
Results	<ul style="list-style-type: none"> • Achieve strategic goals for fundraising, Programme management, advocacy and financial reserves • Ensure excellence in productivity • Ensure financial accountability and transparency that demonstrates SCNZ as leaders in the effective use of charitable donations

Also undertake any other duties within reasonable limits, as requested by the Board of Directors.

Specific Key Performance Indicators for your role will be developed annually and reviewed by you and the Board in conjunction with the current business plan and organisational needs of SCNZ.

Person specification

Educational qualifications	<ul style="list-style-type: none"> • Tertiary degree would be an advantage
Work experience	<ul style="list-style-type: none"> • Demonstrable leadership skills • Strong strategic capability • Proven ability of achieving organisational goals • Demonstrated high level of interpersonal skills and stakeholder management • Knowledge and experience of NFP sector beneficial • Experience working with the media and advocating to Government beneficial

Personal skills	<ul style="list-style-type: none"> • Ability to build and maintain positive relationships with internal and external stakeholders • Commitment to continuing development of self and team members • Strong EQ and values driven • Exceptional written and verbal communication skills • Strong analytical skills • Business acumen, commercial discipline & financial literacy
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Competencies

Competency	Definition
Collaboration	<ul style="list-style-type: none"> • Works effectively and cooperatively with others; establishing and maintain good working relationships.
Managing work	<ul style="list-style-type: none"> • Effectively manages time and resources to ensure that work is completed efficiently.
Continuous improvement	<ul style="list-style-type: none"> • Develops original ideas to improve existing conditions and processes; identifying improvement opportunities, generating ideas, and implementing solutions.
Work standards	<ul style="list-style-type: none"> • Sets high standards of performance for self and others • Assumes responsibility and accountability for successfully completing deliverables • Has self-imposed standards of excellence rather than having standards imposed
Contributing to team and business success	<ul style="list-style-type: none"> • Actively participates as a member of the team to move the organisation towards the completion of goals.
Passion for results	<ul style="list-style-type: none"> • Sets high goals for personal accomplishment • Works hard to meet or exceed business goals while deriving satisfaction from that achievement and continuous improvement.

Health and Safety

All employees have a responsibility to work towards ensuring their own safety and that of others in the workplace by:

- reporting all accidents, including near misses, whether or not these accidents involve injury
- participating actively in hazard management processes
- communicating health and safety issues to managers
- understanding and following all procedures within Save the Children's Health and Safety Policy.

Save the Children International (SCI) Organisational Values

SCI VALUES	SCI DEFINITIONS	DEMONSTRATED BEHAVIOURS
Accountability	We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners, and most of all children	<ul style="list-style-type: none"> • Takes personal responsibility for key deliverables • Happy to admit mistakes, and learns from both mistakes and successes
Ambition	We are demanding of ourselves and our colleagues, set high goals, and are committed to improving the quality of everything we do for children	<ul style="list-style-type: none"> • Sets clear goals and objectives that are ambitious in their nature • Is committed to continuous improvement in work efforts and activities • Proactively seeks relevant opportunities • Demonstrates personal drive and commitment
Collaboration	We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children	<ul style="list-style-type: none"> • Team player who works co-operatively with colleagues • Is fair and reasonable to others • Able to clearly understand organisational priorities • Identifies and maintains key stakeholder relationships effectively
Creativity	We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children	<ul style="list-style-type: none"> • Innovative in approach to their role • Embraces and supports organisational change
Integrity	We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children	<ul style="list-style-type: none"> • Acts with honesty and transparency in all dealings, maintaining an ethical approach to work • Behaviour in accordance with SCNZ and SCI good conduct guidelines