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| **TITLE:** Project Manager, Humanitarian Strategy & Transformation | | |
| **TEAM/PROGRAMME:** Humanitarian Team, International Programmes | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide | |
| **GRADE:** C; Mid-Senior Level | **CONTRACT LENGTH:** Maternity cover – 12 months | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  This role sits within the Humanitarian Strategy and Transformation Team. Project Managers are assigned from the team to specific projects which support the implementation of our global humanitarian ambition.  The projects this role will manage will shift in line with changing organisational needs. At a minimum, the Project Manager will be responsible for delivery of the following key projects:   * Delivery and continuous improvement of our Save the Children Humanitarian Plan (SCHP): The Project Manager will coordinate multiple work streams of activity to ensure that Save the Children is able to clearly articulate global humanitarian needs and priorities to internal and external audiences, and track progress against the plan throughout the year. * Compliance with cross-sector commitments: Managing processes associated with key external commitments including the CHS and Grand Bargain. Ensuring wider organisational commitment and buy-in to these change agendas and ensuring clarity regarding individual functions and teams responsibilities to meeting these commitments. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of Humanitarian Strategy & Transformation  **Staff reporting to this post:** No direct reports, although the role will be responsible for coordinating activity from a range of functions  **Budget Responsibilities:** none  **Role Dimensions:** The role includes a mix of responsibilities including project management, risk management, stakeholder management, facilitation and communications. | | |
| **KEY AREAS OF ACCOUNTABILITY**   * Manage the delivery of the SCHP, coordinating input from across multiple functions and teams. * Establish and manage realistic project schedules taking into consideration business deadlines and dependencies. * Monitor progress on the implementation of those plans, escalating risks as needed to ensure that key deadlines are met. * Coordinate input from critical functions and teams as required at various stages of the project. * Ensure ongoing and proactive engagement with key stakeholders from across the Save the Children movement to understand their requirements and contributions to the project * Facilitate meetings to ensure that decisions are made in a timely manner, gaining stakeholder buy-in for key decisions as needed. * Manage transition to business as usual, clarify ongoing roles and responsibilities of different functions and individuals. * Identify key communications needs and work with communications professionals to develop and implement a communication strategy. * Identify and manage interdependencies with other strategic initiatives across Save the Children. * Manage the timely completion of external reporting requirements as part of the Core Humanitarian Standards audit cycle. * Monitor progress on the implementation of those plans, and produce regular updates and reports to key stakeholders. Ensure ongoing and proactive engagement with key stakeholders from across the Save the Children movement. * Support the Humanitarian Strategy & Transformation team with management of ad hoc projects and tasks. * . | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically and on a global scale.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**  Degree level education / equivalent work experience and a formal project management qualification. | | |
| **EXPERIENCE AND SKILLS**   * Experience of successfully managing projects and following through to ensure progress within agreed timeline, preferably in an international NGO environment. * Demonstrable experience and knowledge of programme and project practices and standards including standardised Project Management Methodologies * Ability to work with multiple stakeholders, including senior level executives * Ability to adopt a pro-active approach to problem solving offering solutions as appropriate. * Excellent interpersonal skills, with the ability to mobilise and influence others. * Strong written and oral communication skills, including the ability to communicate and present to all levels of the organisation * Sound judgement and an ability to effectively prioritise multiple tasks in a constantly changing environment * The ability to liaise and communicate effectively with a broad range of people at all levels, across different cultures and to act with credibility, discretion, tact and diplomacy. * Knowledge of the global humanitarian environment/context, and sector wide initiatives such as Grand Bargain and Core Humanitarian Standards * Self- motivated and ability to work autonomously. * Commitment to the mission, vision and values of Save the Children. | | |
| **Additional job responsibilities**  The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Child Safeguarding**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse | | |
| **Health and Safety** The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **Updated by: Rachel Astill** | | **Date: February 2023** |