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| **TITLE:**   **Education Specialist** |
| **TEAM/PROGRAMME:** Programme Development & Quality | **LOCATION:** North West Balkans Country Office (duty station Sarajevo or Belgrade) |
| **GRADE**:  | **CONTRACT LENGTH:**12 months initially |
| **CHILD SAFEGUARDING: (select only one)**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:** Education Specialist will use their in-depth contextual understanding, technical expertise, and relationship building skills to define and deliver our strategic ambition for education in the countries of North West Balkans (Bosnia and Herzegovina, Montenegro, Serbia). The role will lead strategy development and the technical design and implementation of high-quality programmes that deliver change for children in both emergency and development programming. The role supports national advocacy and influencing, while driving strategic partnerships for new business development. It supports the design and implementation of monitoring and evaluation systems to demonstrate impact, while sharing learning across our programmes, teams and partners. The role will work closely with operations colleagues and with partners, building their capacity and building ownership and agency of local organisations. This role includes a focus on external representation on priority issues including: early childhood care and development, foundational learning, and uninterrupted learning (education in emergencies), to ensure all children have access to education leading to learning and wellbeing outcomesIn the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to: *Programme Quality & Development Director*****Staff reporting to this post: No direct reports but expected to provide coaching and mentoring support to operational and other technical colleagues and local partners****Direct: /****Indirect : /****Budget Responsibilities: *None*** |
| **KEY AREAS OF ACCOUNTABILITY :** 1. **Technical Leadership:**
2. Provide technical leadership for education for the Country Office, and set the strategic approach in relation to the wider country strategy
3. Build capacity of national staff and partners in key technical approaches related to education.
4. **Ensuring Programme Quality (Design & Implementation):**
5. Work closely with PDQ Director and new business development manager to identify and pursue funding opportunities that allow for both integration intro broader programmes and standalone education programmes/projects; engage with technical partners, donors and colleagues across Save the Children
6. Lead the technical scoping, planning, and design and proposal writing during new programme development, and ensure that we design and deliver high quality education programmes for children, building on global best practice. Ensure that gender, disability and resilience considerations are reflected in our programme design and implementation.
7. Promote an Education Systems Strengthening approach as the overarching framework, that supports working in collaboration and partnership with governments and regional bodies, local partners and working towards impact, scale and sustainability.
8. Provide oversight and guidance to the programme implementation teams to ensure that thematic programme components are technically sound, implementation methods are consistent with national and global strategies, acknowledged good practice (e.g. Save the Children Common Approaches); and are likely to achieve scale, as well as equitable and sustainable results.
9. Work with Monitoring, Evaluation, Accountability & Learning (MEAL) teams to carry out gender and power analysis, and conduct quality monitoring against international standards through participatory methodologies that promote gender equality and social justice (including child-friendly and gender sensitive/transformative methodologies);.
10. Undertake field visits to project sites; work with implementation teams to understand impacts, operational challenges, and continuously identify opportunities for learning and improvement.
11. Contribute to organisational learning on education, ensuring that learning from our programmes is shared across the Country Office and our partners, as well as with colleagues in the wider regional and global education community in Save the Children including relevant technical working groups.
12. Support Humanitarian colleagues (as needed) to develop emergency preparedness plans, and conduct sectoral assessments (including gender analysis and disability situation analysis, using SC assessment processes and tools) and to design and deliver emergency response and recovery programmes.
13. **Networking & External Engagement:**
14. In alignment with Country Office strategy and leadership, engage in strategic positioning with donors, partners and government in-country, and ensure that Save the Children is a partner of choice in education.
15. Ensure that Save the Children is influencing and learning from others through national technical coordination and networking bodies such as clusters and working groups.
16. Strengthen civil society engagement in national dialogues and policy processes through working closely with advocacy and child rights governance colleagues. Ensure that the diverse voices of children, girls and boys are equitably heard and represented in our education work.
17. Represent the program to National and Local government representatives, donors, partner agencies, etc. as required.
18. Ensure the quality, clarity and consistency of technical components of internal and external reports (e.g. programme reports, sit-reps, internal updates), working closely with awards, programme implementation and communications colleagues as needed.
19. Leverage and liaise with technical colleagues from across Save the Children, including technical working groups and centres of excellence, ensuring that learning from the Country Office is shared with others and global lessons brought back.
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| **BEHAVIOURS (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
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| **QUALIFICATIONS** * BA or Masters degree in education or other related field
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| **EXPERIENCE AND SKILLS**Essential:* At least 5 years’ experience of leading the design and implementation of development and humanitarian programmes in education
* Understanding of the education sector in the countries of North West Balkans
* Track record in successful business development/fundraising in the field of education
* Demonstrated program design, monitoring and evaluation skills, including designing pathways to sustainable impact at scale.
* Experience of strategy development and planning
* Experience of context, capacity and policy analysis, and influencing and advocacy at national/regional level in order to hold duty bearers to account to realise children’s rights.
* Skilled at networking, representation and partnership development in order to promote learning, strengthen civil society and mobilise resources.
* Able to generate and use data and evidence to innovate, deliver, learn and share what works and what doesn’t work for children
* Fluent in English and high level of English writing skills.
* Fluent in Bosnian/Croatian/Serbian

Desirable:* Previous experience with programs focusing on teacher capacity building and prevention of violence in schools is preferred.
* Experience of promoting quality and impact through at least one cross-cutting area: gender equality and inclusion, adaptive and safer programming; child rights; disability; migration and displacement.
* Experience of supporting humanitarian preparedness, response and recovery is desirable
* Valid Driver's license with driving experience will be considered as advantage
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **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. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Aleksandra Babić Golubović** | **Date: 09.08.2023.** |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |