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| **ROLE PROFILE: Project Specialist, Humanitarain Access**  |  |
| Position Title:  | Project Specialist, Humanitarian Access  |
| Position ID: | NEW0000680 |

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| **Team** | Humanitarian  | **Grade** | P3 |
| **Reports To (Title)** | Head of Access and Civil Military Engagement | **Contract Length** | Until end of June 2026 |
| **Location** | Any existing SCI office location (multiple timezones and locations required across team) | **Time-zone** | Any |
| **Languages** | English with Arabic, French, Spanish desirable | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**To enable humanitarian access to programmes and operations for children and their caregivers in complex emergencies, crises and conflicts.**Role purpose**Children are denied access to lifesaving essential services and protection in conflicts. This is among the six grave violations against children in conflict that form part an agenda that is reported on by the UN SG to the Security Council and carries severe consequences for the perpetrators of this violation. The scale of denials of humanitarian access to children, and the attention increasingly given to addressing access in humanitarian crises means that we should find ways to guide operational efforts to improve access through all the means available. Save the Children has received funding from ECHO for a 20 month project to collect data that informs workshops and consultations with field colleagues and leading experts on humanitarian access from legal, policy and practical aspects across all relevant contexts. Through four case studies in identified locations, the project will support policy and legal initiatives that explore how humanitarian access can be strengthened and inform efforts at changing behaviour and practices of those who deny children access to lifesaving assistance.  Locations are chosen where significant access challenges are reported. These efforts complement and will inform elaboration of the EU’s CAAC Guidelines and the global CAAC agenda where all child-focused actors are involved, thus reinforcing Save the Children's commitment to upholding children's rights to humanitarian access and protection amidst armed conflicts. The Project Specialist, Humanitarian Access will act as the coordinator of the project, convening project management, finance and technical members of the project group to ensure timely and effective working. The post holder will be accountable for (1) coordinating internal and external partners and stakeholders for the governance and delivery of the project outputs; (2) coordinating and managing the development of project activities to support in country and regional and global efforts to address denials of humanitarian access to children; and (3) engagement with country-level colleagues and stakeholders in the four locations to support gathering of data that informs the development of guidance through expert consultations and sharing this guidance in those locations and globally with most relevant audiences. |

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| **Principal Accountabilities** |
| 1. Coordinate internal and external partners and stakeholders for the governance and delivery of the project outputs (20%)
* Close coordination with the Award Manager, Portfolio Manager and Finance and technical support to staff and consultants engaged in project deliverables;
* Acting as focal point for external partnerships with Centre on Armed groups, and Fight For Humanity;
* Establishment and coordination of an internal Save the Children Proejct Group to provide oversight and accountability for project implementation;
* Acting as project focal point supporting the Heads of Units and Partners with donor relations and facilitating technical inputs to donor reports.
1. Coordinate and manage the development of project activities to support in country and regional and global efforts to address denials of humanitarain access to children (50%)
2. Engage with country-level stakeholders to support piloting and dissemination of principles, guidance and tools in humanitarian crises (30%)
* Engage with operational colelageus across relevant functions in 4 countries to support access, civimilitary engagemetn and advocacy analysis, risk assessment that guide further work on access;
* In these countries, identify and support the planning of data gathering efforts, workshops and consultation sessions and reporting of information gathered and lessons and successes;
* Support gathering evidence of lessons and practices from such sessionsa and expert roundtables;
* Work with partners to identify opportunities to present learning outcomes and contribute to and facilitate contributions of other project group members to relevant dissemination through publications, presentations, webinars and reports.
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| **Budget** |
| Monitoring and reporting of ECHO award funding ($700k) |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: NoneManager of a team: NoTeam Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: YesPercentage of required for travel: Up to 30% |

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| **Key Relationships** |
| Internal (excluding direct team and manager)* Globally: Work with project management, finance, and when relevant, legal, risk, access and relations with armed actors, advocacy, programmes (education, child protection, healthcare and nutrition), supply chain, operations, security and other functions globally
* In country: work with CO colleagues access and relations with armed actors, advocacy, programmes, supply chain, operations, security and other functions

External* Follow relevant interagency humanitarian advocacy, access, civil military coordination discussions, partner dialogues with the Centre on Armed Groups, Fight For Humanity and relevant interagency events or meetings as agreed or identified for the purposes of the project.
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| **Competencies** |
| Cluster: LeadingCompetency: Delivering resultsLevel: AccomplishedBehavioural Indicator: maintains broad strategic perspective and details of situation, shows financial awareness and cost effectiveness concern, creates and applies measures and metricsCluster: ThinkingCompetency: Problem solving and decision makingLevel: SkilledBehavioural Indicator: gathers the right informations, uses critical thinking to make timely and effective decisions, knows when to involve others in a decision, demonstrates awareness of wider external influences that impact decision making and simplifies processes wherever possibleCluster: EngagingCompetency: Working effectively with othersLevel: Leading EdgeBehavioural Indicator: Creates an environment which promotes diversity and does not tolerate discrimination.Cluster: EngagingCompetency: Communicating with impactLevel: AccomplishedBehavioural Indicator: Conveys complex issues with clarity, brevity, and confidence. |

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| **Experience and Skills** |
| **Essential** 1. **Experience in Humanitarian operations, advocacy, programme operations:**

Significant experience of working in access for children or children in conflict issues from other relevant perspectives or functions including but not limited to project management, MEAL, advocacy, operations, field research and reporting or writing in conflict.1. **Understanding and expertise in access negotiations:**
* Understanding of humanitarian access and engagement with armed actors and humanitarian advocacy and project management in conflict. This can include experience in designing, implementing, monitoring, and evaluating programmes.
* Demonstrated commitment to ongoing professional development and staying updated with the latest trends and best practices in relevant sectors like access, relations with armed actors, humanitarian advocacy for children in conflict within humanitarian responses.
1. **Analytical and Project Management Skills:**

Strong ability to analyse complex data, review programme performance metrics and translate findings into actionable improvements. Strong project management skills. 1. **Proposal and Strategic Plan Development:**

Proven experience in developing high-quality proposals and strategic plans. A record of writing successful proposals for donor-funded projects is essential.1. **Compliance and Quality Assurance:**

Proficient experience in reviewing and assuring compliance of awards with donor requirements and organisational policies. Demonstrated ability to identify and implement areas of improvement.1. **Communication and Interpersonal Skills:**
* High proficiency in communication, including experience in negotiation, influencing, and coaching. Must demonstrate the ability to build and maintain effective relationships with diverse teams and stakeholders. Experience of managing or coordinating interagency initiatives.
* Strong written communication skills and ability to convey complex concepts to non-technical staff
1. **Operational Flexibility:**

Ability and willingness to travel extensively and occasionally work in challenging environments, potentially on short notice.**Desirable*** N/A
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| **Education and Qualifications** |
| **Essential*** Bachelor’s Degree in a related field. Extensive professional experience may be considered in lieu of a formal degree.

**Desirable*** Recognised project management qualification
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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities**  |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.   We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.  Reasonable adjustments will be made should any candidate invited to interview require this.     |

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| **Version Control and Approval** |
| Version | Date | Author | Reviewer | Approver |
| 1 | 07/10/2024 |  |  |  |