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| **TITLE:**  Global change and capacity strengthening manager – Right First time Project Delivery Review | | |
| **TEAM/PROGRAMME:**  International Programme Operations | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide | |
| **GRADE**: C; Mid-Senior Level | **CONTRACT LENGTH:** 2 year fixed term | |
| **CHILD SAFEGUARDING:**  Level 1:  the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed. | | |
| **ROLE PURPOSE:**  Save the Children’s ambition for children is heavily dependent upon restricted income from our donors and partners. 67% of our organisational income comes from our range of institutional, corporate and/or philanthropic partners, and 97% of country office budgets is project spend. Getting this area of work right then is fundamental to our mission, and whether we succeed or fail in delivering our global strategy and country strategic plans.  The vision for the Right First Time (RFT) project delivery review is a shift in SC global approach to  managing projects and awards that capitalises on the optimal value add of each level (CO, RO, centre,  member) and function (finance, operations and awards), reducing duplication, increasing effectiveness  and ultimately delivering better impact for children.  The change and capacity building manager role will contribute to this vision by managing a change process designed to rebalance resources, competencies and accountabilities for programme and award management between SC members and country and regional offices. | | |
| **SCOPE OF ROLE:**  **Reports to:** Right first time project lead  **Dotted line to:** Head of Project and Change Delivery  **Staff reporting to this post:** None  **Key Business Partners:** Country office management teams and member award management leads.  **Role Dimensions**:  Leading the planning and deployment of a change process and competency development programme impacting 49 country offices and up to 17 IP members. | | |
| **KEY AREAS OF ACCOUNTABILITY :**  **Planning and implementing the deployment of the AMET to new Members (40%)**   * Lead the detailed planning of the deployment of the new AMET tool to participating members, including any adaptations required to different member business models * Monitor impact of change on member resourcing and project/award performance indicators and recommend any changes to the design * Lead the deployment of CO resourcing model based on the data from the AMET * Report on progress to inform broader project roll out and influence reallocation of resources * Work with awards and NBD teams to update existing guidance   **Capacity assessment and competency development for Right First time delivery (40%)**   * Lead capacity gap assessment across finance, operations and awards and curate package of competency strengthening interventions in support of Right first time project and award delivery * Manage the SCI LMS to ensure that the Award Management Learning programme (AMLP) is available to all SCI country offices and interested members, and uptake across awards and non awards staff. * Support senior award staff who are participating on the HMM training and facilitate quarterly communities of practice sessions. * Evaluate capacity strengthening interventions following deployment, share learning and adapt as required. * Work with other functions to ensure that Awards is embedded into other functional inductions   **Communications (20%)**   * Create a communications plan in support of the change deployment above * Facilitate the engagement of relevant country and member staff and stakeholders, encouraging a culture of taking responsibility for both resolving issues and celebrating successes * Proactively interact with all necessary stakeholders who can support preparation, roll out and consolidation of the initiative * Working with the project lead, support the initiative’s visibility with the production of comms materials (newsletter, website, etc.) and dissemination activities (e.g. global calls, etc.) | | |
| **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 oriented, 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 | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Demonstrated experience and capability in change management and supporting the delivery of major projects within a large and complex international organisation. * Good experience of designing, managing and facilitating face to face and online training events and workshops, including a range of adult learning methodologies (e.g. simulations, case studies, group work, presentations and distance learning) * Strong commitment to, and significant experience in, capacity building and continuous professional development including mentoring/coaching * Experience of solving issues through analysis, definition of a clear way forward and ensuring buy in * Affinity, knowledge and experience of working within a standardised project/change methodology * Excellent written and verbal communication skills to motivate, influence and negotiate both internally and externally * Proven experience delivering high quality communications, products or tools targeting a diverse range of audiences. * True passion for results, responsibility and proactivity * Ability to work as part of a team within a networked structure, and to maintain good working relationships with colleagues across functional and geographical boundaries * Excellent communication skills, fluent in English * Competent in MS Word, Excel and PowerPoint   **Desirable**   * Experience with Save the Children or other federated INGOs. * Cultural awareness and experience of delivering global projects across diverse organisations and in in remote project teams * Experience of developing e-learning programmes * A second language, preferably French, Spanish or Arabic | | |
| **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 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:** Ana Garay | | **Date: February 2023** |
| **JD agreed by: Isabel de Blas Marin** | | **Date: February 2023** |