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| **TITLE:**  CHET Project Manager |
| **TEAM/PROGRAMME:** Centre Humanitarian Education Team | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.** |
| **GRADE**: C / NAT 3 Mid-Senior level | **CONTRACT LENGTH:** 2 years until end of April 2026 (with the possibility of extension) |
| **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 :**In the immediate aftermath of a disaster or conflict, and throughout the transition from emergency response to recovery and sustainable development, Save the Children’s presence in 120 countries facilitates the rapid delivery of evidence-based and innovative interventions that address the major life-saving and protection needs of the world’s most vulnerable populations. Save the Children’s Centre Humanitarian Technical Team (CHTT) provides technical quality support and strategic direction to programs in humanitarian settings and conducts research, capacity strengthening, and global representation to improve future responses. This CHET Project Manager will oversee the implementation of efficient and effective systems across the Centre Humanitarian Education Team (CHET), with a focus on supporting rollout and scale up of our Day 1 approach to support integrated rapid response in the first phase of acute emergencies, including a focus on holistic learning and wellbeing outcomes and play. This role is an exciting opportunity for a Project Manager with excellent organisational skills, award management expertise and experience of monitoring & evaluation and an interest in Humanitarian Education to join the SCI Centre Humanitarian Education Team (CHET). Responsibilities will include direct support to Country and Regional Offices rolling out the EiE Day 1 package, including project implementation planning, grant management, financial tracking, coordination of human resources, contractual services, and internal and donor reporting. The post holder will be line managed by the Head of Humanitarian Education and will work with all team members to support the organisation and tracking Day 1 roll out, rapid response scale-up, and other key global EiE initiatives. Specifically, the post holder will be accountable for (1) project management of EiE Day 1 and other priority global humanitarian education awards and internal collaborative projects; (2) coordination of CHET budgets, cost recovery and action points; (3) tracking of progress against the Save the Children Humanitarian Plan including funding and reach analysis, monitoring of global humanitarian education indicators and support to strengthen reporting systems; (4) supporting knowledge management and learning across the wider Humanitarian Education Team. In 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. The role holder will not be expected to deploy to rapid onset humanitarian crisis, but travel might be expected in the course of the responsibilities.  The position will be part of the Centre Humanitarian Technical Team (CHTT) of the Centre Humanitarian Team, but the scope of this role may evolve to work with additional sector teams in the future. |
| **SCOPE OF ROLE:** **Reports to:** Head of Humanitarian Education**Staff reporting to this post:** N/A**Direct:** No**Indirect:** No**Budget Responsibilities:** TBC |
| **KEY AREAS OF ACCOUNTABILITY:** **Project management of EiE Day 1 rollout and other priority EiE awards (60%)*** Lead project management of the global roll out of the EiE Day 1 package, ensuring technical and operational preparedness to deliver education from Day 1 of a humanitarian crisis. Tracking activities against RO and CO rollout plans, documentation of preparedness processes and learning, logistics to support implementation of preparedness actions and coordination of inputs to periodic reports. Ensure donor compliance and coordination across members and SCI implementing offices.
* Resolve issues and set in place processes for improved monitoring and reporting of preparedness activities, with an oversight of the Day 1 Tracker, Toolkit, budget, and coordination with the Project Manager of the Rapid Response Fund.
* Liaise with technical leads, MEAL advisors, regional and country office colleagues to support learning and documentation of impact of preparedness actions.

**Coordination of humanitarian education budgets for preparedness and support fundraising (10%)*** Work closely with the Finance Business Partner for effort reporting and timesheets, create and maintain cost recovery mechanisms; track and monitor spend vs. actuals, liaising with budget holders as necessary.
* Support and coordinate budget setting, monitoring and re-forecasting activities in partnership with technical leads.
* Support communication between CHET and Member and Centre Fundraising teams to ensure humanitarian priorities, identified CO needs, and opportunities are well aligned.

**Tracking of progress against Save the Children Humanitarian Plans (15%)*** Quarterly tracking and analysis of humanitarian education funding and reach against SCHP, humanitarian strategy targets and any other relevant KPIs.
* Follow up of reporting against global humanitarian education and integration indicators and support to technical advisors to strengthen reporting systems and country office implementation.

**Knowledge Management for the Centre Humanitarian Education Team (15%)*** Tracking and follow-up of actions points from work-plans, team meetings and discussions with country and regional offices.
* Focal point for the team with support services including finance, awards, cost recovery issues, effective use of IT systems.
* Support Team Knowledge management, including ensuring up to date information is available across range of channels to internal and external stakeholders.
* Capture and share learnings and resources across the wider Humanitarian Education Team
* Coordination and tracking of collaborative projects as defined in the CHET work plan.
* Support administrative tasks including copy-editing, translation, scheduling meetings, contracting consultants, liaising with finance and HR, etc.
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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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| **KEY COMPETENCIES****Generic Competencies:*** Demonstrates clear commitment to the organisation’s vision and values in all aspects of work
* Presents a positive ‘can do’ attitude
* Plans, prioritises and performs tasks well without needing direct supervision
* Delivers timely and appropriate results using available resources
* Simplifies processes and procedures wherever possible
* Seeks out and applies successful ideas from others to overcome challenges
* Shifts tasks, roles and priorities to perform effectively under changing or unclear conditions
* Proactively supports team members and trusts their capabilities
* Clarifies their role and responsibilities within the team to maximise impact
* Ensures communications are concise and well-structured
* Shares relevant and timely information with others
* Maintains and develops a range of contacts and keeps them informed

**Technical Competencies:*** Demonstrates an understanding of humanitarian response and aid architecture
* Shows an awareness of national and international humanitarian practice, standards and commitments
* Applies a purposeful approach to data collection and use
* Demonstrated ability to set up, manage and report against monitoring & evaluation systems
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| **EXPERIENCE AND SKILLS****Essential*** Significant years of experience in a project management/project officer, or similar role
* Experience of working with humanitarian organisations, preferably in project management and / or humanitarian education
* Experience of monitoring & evaluation in humanitarian contexts
* Experience of award/grant management
* Strong and proven coordination and project management skills
* Knowledge of and interest in education in emergencies
* Highly organised with strong coordination skills
* Strong interpersonal and communication skills
* Collaboration skills; ability to balance relationships and share information
* Analytical skills to identify key points from complex material
* Professional proficiency in spoken and written English

**Desirable:*** Additional languages, particularly Spanish and/or Arabic
* Strong written communication skills and ability to convey complex concepts to non-technical staff
* Familiarity with Education in humanitarian contexts a plus
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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:** Marian Hodgkin | **Date:** 19/03/2024 |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |