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| **TITLE:** Senior Project Manager– The SCI Website Redevelopment | | |
| **TEAM/PROGRAMME:** Transformation Delivery | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide | |
| **GRADE**: B, Mid-Senior Level | **CONTRACT LENGTH:** Permanent | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the role holder will have access to personal data about children and/or young people as part of their work; *or* they 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:**  Transformation Delivery is responsible for the delivery of projects across Save the Children with a focus on providing Project and Change resources with the oversight of a Portfolio Management team.  The SCI Website is a very important digital platform for Save the Children to engage and communicate information with the public to drive campaign support and fundraising. The platform of Save the Children International’s website is currently on an older version of Drupal which is reaching its end of life and so needs to be moved onto a newer version. The functionality and content within the website also needs to be upgraded to it better enables Save the Children’s Global Digital Engagement function to meet its strategic objectives. The redevelopment of the SCI Website will ultimately drive an increased number of people to it, which will lead to increased numbers of donations, greater levels of brand awareness, and improved campaigns support.  The Project is due to be initiated at the beginning of 2023 and is expected to take approximately 16 months.  To be successful, the Senior Project Manager should be open to rolling up their sleeves to really understand the SCI Website and what the key requirements are of the Global Digital Engagement function to redevelop it.  The role of the Senior Project Manager of the SCI Website Redevelopment project will be to initiate and deliver on our priorities for this initiative, to include ensuring we have a clear strategy and plan to reach our defined outcomes whilst also prioritising delivering the required redevelopment in the timeline that has been defined. The Senior Project Manager will be accountable for defining the start-up approach, which will include setting up the governance, ensuring the required team / reference groups are in place, working with a BA to complete the current and future state analysis, leading vendor selection, identifying and proposing mitigations for project risks and issues, define the costs and benefits and coordinate the required governance to move the project through the stage gate process.  The role holder will be responsible for establishing project management practices utilising SCA’s Project Lifecycle, managing relationships with key stakeholders and driving continuous improvements. This role also requires the holder to work closely with the Global Digital Engagement function within SCI.  Prior experience in delivery of global transformation initiatives is therefore essential for candidates applying for this role, in either the INGO sector or the private sector. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of Projects & Change  **Staff reporting to this post:** Matrix manager to all Project Team resources including a Business Analyst. The team will likely increase in size as we move from start-up and into subsequent phases  **Budget Responsibilities:** The role will be responsible for managing the budget associated with the project  **Role Dimensions**:  This project has a limited number of stakeholders within Save the Children International which includes the Global Digital Engagement function and TDIT. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Ensure reference groups are put in place to ensure the required input is received from functional SMEs from both SCI and Members * Work with the Business Analyst to ensure the required analysis is defined and agreed * Oversee the completion of the analysis, providing hands on analytical support as required and ensuring review and sign off of the completed analysis in support of the BA * Ensure the relevant SMEs required to complete the analysis are understood and made available to provide input to the feasibility * Ensure impacts of the project including impact on the wider portfolio, change impact and financial impacts are understood and included within the feasibility documentation * Ensure project controls including risks, issues and dependencies are documented and reported in line with the Portfolio Management Office requirements and any critical issues are escalated quickly through the agreed channels * Create and manage a plan for project Start-Up in addition to determining the initial full project timeline * Lead the governance process ensure sufficient time is available for review and sign off from the relevant leaders that are agreed up front * Lead engagement with stakeholders within SCI including engagements with senior stakeholders * As part of the Start-Up preparation, define the longer term team structure, budget and initial plan * Create the scope definition and implement change control in line with the PMO principles * Manage preparation for required stage gate reviews * Provide day to day management support to the project team ensuring they have a clear understanding of their role in the project. Support their line manager/s with the performance management process providing timely feedback * Set up and maintain the repository of documentation for the project * Implement best practices and procedures in project management within the project and contribute to the continuous improvement of the Project Lifecycle | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **DELIVERING RESULTS:**   * Maintains a broad strategic perspective at the same time as an awareness of the detail of a situation * Establishes clear and compelling objectives with teams and individuals and monitors progress and performance * Creates and applies measures and metrics to track performance * Holds others accountable for achieving results and challenges underperformance * Demonstrates financial awareness and a concern for cost effectiveness   **DEVELOPING SELF AND OTHERS:**   * Gives regular positive and constructive feedback to others * Identifies clear development needs and development * Plans through regular constructive reviews of their own performance (and their team’s where appropriate) * Creates space for others to learn and provides challenging and stretching tasks and assignments when people are ready for them * Coaches others to learn from their experiences on the job and to use the resources available to them   **APPLYING TECHNICAL AND PROFESSIONAL EXPERTISE:**   * Makes decisions based on professional expertise and experience without deferring unnecessarily to others * Shares knowledge and best practice on technical solutions so that others can make best use of that expertise * Actively seeks new ways to develop the application of technical and professional standards within the team   **WORKING EFFECTIVELY WITH OTHERS:**   * Enables people from a wide range of backgrounds and perspectives to contribute to positive outcomes * Breaks down silo working and challenges behaviours that are not collaborative * Knows when to follow and lend leadership to strengthen other leaders * Recognises when trust is broken and seeks to resolve conflict and re-establish trust   **PROBLEM SOLVING AND DECISION MAKING**   * Gathers the right information and uses critical thinking to make effective and timely decisions * Stays with a problem or challenge until a solution is reached or is no longer reasonably attainable * Knows when to involve others in a decision * Demonstrates awareness of the wider external influences that impact on decision making * Simplifies processes and procedures wherever possible | | |
| **QUALIFICATIONS**   * Bachelor’s degree or equivalent work experience * Understanding of a structured Project methodology (e.g. PRINCE2) or accredited Project Management training (APM or PMI) | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * An extensive track record of successfully managing large and complex projects, including CMS redevelopment projects, and programmes that include strategy development, design, systems, processes and operating model changes. * Demonstrable experience and in-depth knowledge of content management and e-commerce platforms and standards. * Ability to work in a diverse and international environment. * A proven ability to deliver projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance * A proven ability to apply excellent analytical and problem solving skills, and to work collaboratively to deliver of effective solutions to project related issues. This will include taking on hands on analysis activities to support the wider team as required * Highly developed organisational awareness and ability to understand any sensitivities within a complex multi-stakeholder structure; and think creatively and strategically to overcome obstacles to cooperation and progress * Strong team leadership abilities with the ability to motivate and mobilise individuals outside their reporting line * Excellent communication skills (written & oral English), including the ability to communicate and influence at all levels of the organisation * Able to demonstrate instances of initiative that have delivered organisational benefits   **Desirable**:   * Advance experience /knowledge using Drupal technology * Remote working 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. | | |
| **Health and Safety**  The post holder is required to carry out the duties in accordance with SCI Health and Safety 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. | | |
| **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. Some degree of international travel maybe required.  **Date:** | | |
| **JD written by:** Roly Clark | | **Date:** 17 January 2023 |
| **JD Reviewed and Updated by:** Suzanne Vincent | | **Date:** |
| **JD agreed by:** Michael Koutstaal | | **Date:** |
| **Evaluated:** | | **Date:** |