|  |
| --- |
| **TITLE:**  Sponsorship Award Manager |
| **TEAM/PROGRAMME:** Awards Team, International Program Operations | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide**. Up to 10% travel** |
| **GRADE**: C, Mid-Senior Level | **CONTRACT LENGTH:** 2 Year FTC  |
| **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:** The role holder will belong to the Award Management team and work in close collaboration with the Strategic Portfolio, and the Global Sponsorship Operations (GSO) unit in the International Programs Operations teams within Save the Children International (SCI) Centre. He/she will provide administrative and compliance support with a focus on sponsorship funding mechanisms. The role holder will also provide award management support to other centrally pooled funding, such as humanitarian funds and SCI directly received.The role holder will be responsible for ensuring that these funds are processed efficiently and correctly through the Award Management System (AMS) and are compliant with the policies for each type of funding. The role holder will also provide support to the SCI country offices, regional offices and Save the Children members in monitoring and reporting on sponsorship funding.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:** Head of Awards Management with a dotted line to Global Sponsorship Operations**Staff reporting to this post:** None**Direct:** **Indirect :** **Role Dimensions**: The role holder will need to work closely with many different staff across the organisation and the Save the Children member organisations and will need to build a network of key contacts relevant to their role and engage with a wide range of stakeholders. |
| **KEY AREAS OF ACCOUNTABILITY :** Award Management * Ensure efficient management of sponsorship awards throughout the award life cycle, from proposal development to award closeout.
* Lead the preparation and review of award agreements, including Member-to-member contracts.
* Facilitate approval of award agreements following SCI award management procedures. It involves plan/proposal reviews, creation of award workflows, activation of fund summaries, and uploading required documents to SCI award management system (AMS), among other tasks.
* Lead amendments to existing award agreements following SCI award management procedures. It involves updating funding amounts during financial reforecasts, after annual planning, or when additional funds are secured, and other miscellaneous updates such as revision of program admin split for large variances.
* Support financial reforecasts by updating total budget amounts, budget phasing tab ($ per year), program/admin splits, notes section to indicate any project sponsorship funds.
* Maintain records of budget reforecasting and funding opportunities such as project sponsorship amounts.
* Communicate donor requirements with country offices and member offices implementing sponsorship.
* Coordinate the monitoring and reporting processes for Sponsorship Pooled Funds, including quality and timeliness of reporting, and adherence to compliance rules.
* Monitor the quality of report submissions (e.g. ensuring the correct template is used for project sponsorship report).
* Ensure all required documents are uploaded to AMS for all awards under sponsorship such as agreements, plans, award risk assessments, reports, etc. are uploaded timely.
* Serve as the focal point for country offices and member offices implementing sponsorship.
* Serve as the focal point for all sponsorship awards.

Risk Management* Review risks assessments of sponsorship awards with specific lens to child safeguarding and data privacy among other risks.
* Conduct global analysis of risks related to sponsorship awards and share insights to GSO.
* Ensure sponsorship uses the up-to-date SCI award risk management system and tools.
* Monitor country office and member office compliance on risk assessments and self-assessments.

Finance Monitoring * Coordinate the confirmation of funding commitment of members, including project sponsorship and any other short-term or ad hoc funding commitments.
* Coordinate to prepare financial claims that are sent to members for their contributions to sponsorship pooled funds.
* Support the process for allocating funding to country offices and members offices.
* Coordinate the monitoring and reporting process for all types of funding commitments (e.g. ICS, Project Sponsorship, etc.), including quality and timeliness of reporting and adherence to applicable policies.
* Conduct check-in at least quarterly on budget spend (including any coding issues, under or over spend, etc)
* Follow up on any rejected expenses, inappropriate coding, etc.
* Maintain records of budgets vs. actuals (BvA) for country offices and member offices implementing sponsorship.
* Record spending performance on Sponsorship Monthly Performance Review (SMPR)
* Hold quarterly calls with GSO as needed to analyse burn rate and address raised concerns
* Ensure that country offices and member offices implementing sponsorship are properly incurring joint costs per the Cost Allocation Methodology Calculator.

Continuous Improvement and Capacity Strengthening* Support award management specific capacity strengthening activities for/with global sponsorship members, member offices and country offices.
* Lead or participate in continuous improvement projects of global sponsorship.
* Support any remaining tasks to phase out SCUS sponsorship awards and ensure the new SCI Sponsorship SOFs are functional and operating smoothly for country offices and member offices.
* Perform any other tasks deemed necessary by the Head of Awards Management and Senior Director of Global Sponsorship Unit.
 |
| **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
 |
| **EXPERIENCE AND SKILLS**Essential* Previous NGO experience with a good understanding of the grant (award) management cycle
* Ability to understand grant budgets and analyse financial reports
* Proven influencing skills with the ability to communicate compliance requirements to stakeholders in the most appropriate way
* Proven planning, setting objectives and determining courses of action
* Excellent Microsoft Excel skills with the ability to draw out complex data from various different sources
* Excellent verbal and written communication skills. Ability to explain complex issues to both staff and peers
* Ability to manage a varied workload quickly and efficiently, and work effectively under pressure to organise and prioritise work for yourself and others to ensure deadlines are met
* An energetic, flexible and proactive approach with the ability to work both independently and cooperatively within a team setting
* Strong team skills and the ability to develop and maintain effective working relationships at all levels both within and outside the team
* Demonstrable commitment to equal opportunities and an awareness of what constitutes good practice
* Ability to travel, up to 5% of the time to Save the Children International regional and country offices
* Understanding of human rights and children’s rights.

Desirable:* Experience in financial accounting
* Project management skills, particularly including planning
* Experience of working in a complex international organisation
* Experience working for Save the Children
* Experience working in across departments and in business process
* Language skills, alongside English, particular in Spanish or French
 |
| **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:** Jacqueline Munoz | **Date:** November 2021 |
| **JD agreed by:**  | **Date:** |
| **Updated By:** Kirsten Poole | **Date:** January 2023 |
| **Evaluated:** | **Date:** |