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| **TITLE:**TE Transformation Programme Funding Specialist  |
| **TEAM/PROGRAMME:** Programme Funding & Institutional Partnership (PFIP) team - part of the global Resource Mobilisation, Comms & Engagement (RMCE) Division. Dotted line into Transformation Delivery & IT (TDIT).  | **LOCATION: UK or any existing Save the Children International Regional or Country office worldwide** *Selected SC Member offices (subject to approval)* |
| **GRADE**: B Mid-senior level | **CONTRACT LENGTH:** fixed termto end December 2023 *(with potential for renewal subject to funding). Open to flexible working relationships including 60-100% LoE.* |
| **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:** Save the Children has agreed an ambitious new global strategy for 2022-24 and has developed an accompanying Global Funding Framework to inform and shift how SCA can work together as a movement to drive greater funding impact for children. By 2024, our ambition is for Save the Children to be a $3bn plus organisation, with institutional funding constituting around 60% of this income. Growing, diversifying and optimising our institutional income will be critical to achieving this ambition and success in this area will be dependent on changes to our behaviours and ways of working that mark and facilitate a shift to prioritise collaboration and embed mutual accountability. Within this context, Save the Children is also evolving its organisational structure in order to stay true to its mission, vision and values, whilst being able to withstand external pressures – be those geo-political demands; increasing stakeholder expectations; challenging funding environments; or declining trust in large INGOs. This is driven through our ambitious transformation agenda. This new role will be part of the Save the Children International (SCI) Programme Funding and Institutional Partnerships (PFIP) team, and will work on Save the Children’s Technical Expertise (TE) Transformation Project, one of Save the Children’s top strategic priorities. For Save the Children to achieve our Ambition for Children 2030, we need to have the right level of technical expertise in the right place doing the right things. TE is critical for designing and delivering the movement’s programmes, to supporting the movement’s resource mobilisation and business development efforts, for building capacity, advocating for change, influencing policy and practice, building our evidence, and disseminating our learning on what works for children. This role will be the project subject matter expert on the role of TE in programme funding, and will lead on all related work into the TE Transformation Project, including overseeing the development and implementation of clear roles and responsibilities, ways of working and accountabilities of TEs in relation to programme funding and business development activity across the movement, and capacity building of Country Office TE. This work will include close collaboration with the other parts of the PFIP team and the wider TE community, as well as with other key functional teams across SCI (including region and country offices). It will rely on strong and productive relationships with donor partnership development and programme funding specialist teams across the movement, as well as with the Programme Development and Quality function and TEs. In the event of a major humanitarian emergency, the role holder may be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** Global Lead, Institutional Governance, Portfolio Development & Risk Assurance -with dotted line into TE Transformation Global Change Manager (TBC)**Staff reporting to this post:**  N/A **Budget Responsibilities:** N/A **Role Dimensions**: This project has many stakeholders across Save the Children International countries, regions and centres, as well as Save the Children members. [We work in around 120 countries worldwide and employ around 17,000 staff within Save the Children International and a further 8,000 within the Save the Children member organisations. We are a highly matrixed organisation with a complex accountability structure.] |
| **KEY AREAS OF ACCOUNTABILITY:** **Work with the TE Transformation Project’s change manager to embed the Programme Funding responsibilities of TEs across the movement, refining as needed*** Lead on rolling out the TE Programme Funding scenarios and ensure they are fully embedded across the movement as BAU, including incorporation into the Technical Experts delineation of functions
* Define the change interventions required to embed the new ways of working
* Deliver the change interventions, working with the other TE Transformation workstreams as appropriate. For example:
	+ Collaborate on engagement with senior stakeholders (e.g. GPDs, RDs) to ensure leadership buy-in to enable any change in responsibilities and ways of working
	+ In coordination with RRMs, hold engagement sessions and drop-in calls to ensure awareness of TE roles and responsibilities across all CO and member TE
	+ Work with the Professional Development work stream, both providing updates to their learning offer based on PFIP’s work, and using their channels to deliver change
* Continuously review and adapt the change interventions based on newly identified barriers and/or learnings, and for alignment with Programme Funding and broader organisational processes.
* Ensure colleagues across the movement are ready, willing and able to deliver against the agreed roles and responsibilities – with a plan to embed changes beyond the length of the TE project

**Work with Country Offices to build understanding and capacity of TEs role in programme funding** * Work closely across the Programme Funding and Resource Mobilisation teams (global and regional), as well as the Professional Development workstream to lead the design and delivery of a TE Programme Funding Masterclass
* Support individual COs (working with the relevant Regional Resource Mobilisation team) in the application of the TE roles and responsibilities in practice
* Support individual COs with actions developed in their action plans related to Programme Funding
* Develop and implement standardized or bespoke interventions as needed
* Collaborate with the TE Change Manager to agree change work with Regions and Members as needed, as key stakeholders working with COs

**Lead the design of agreed Programme Funding elements of the TE Transformation Project to be delivered across 2023** * Define how TE roles, processes and ways of working may need to change under any potential broader changes to global TE. Facilitate conversations with senior stakeholders from across the movement to build consensus for the proposed approach, ensuring proposed changes align to SCA programme funding procedures and ways of working.
* Assess the impact of any proposed changes to how Global TE is organised – eg on proposal development, on donor relations and engagement and on broader programme funding activity, including identifying any processes or tools to be updated to reflect this
* Review how COs access global surge TE support for country-specific programme funding activity – for business development, proposal development, donor engagement, etc – and work with the Global Lead for Programme Funding & Capacity Development to recommend how this can be improved through changes to the global TE surge model
* Provide specific subject matter expertise (on behalf of programme funding & resource mobilisation more broadly) into the overall TE Transformation change approach
* Ensure that the Programme Funding elements of the TE Transformation project align with broader Programme Funding and cross-organisational governance, processes and tools.

**Work on broader TE Transformation and coordinate Programme Funding interdependencies as needed** * Work with Senior Project Manager to identify and address Programme Funding - specific interdependencies between TE Transformation and other TDIT projects (e.g. FlexOM, SCISU, Commercial CAPP, PPMPrime etc)
* Support other elements of the TE Transformation as needed and as time allows, including broader change management
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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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| **EXPERIENCE AND SKILLS****Essential*** Significant understanding of SCI Country Office structures and STC Programme Funding processes
* Demonstrable subject matter expertise across relevant international development issues, combined with experience in developing / managing strategic partnerships with the key institutional donor organisations relevant to STC
* The proven ability to manage and influence a complex group of stakeholders, ensuring buy in to a shared vision and project.
* Change management experience.
* Excellent analytical and problem-solving skills, with the ability to think creatively in the delivery of a project plan.
* Excellent collaboration, coordination, and communication skills (written and spoken).
* Ability to represent self, project and team effectively.
* Good attention to detail, able to work independently and use initiative.
* Commitment to the mission, vision and values of Save the Children

**Desirable**:* Knowledge and experience of the international development/humanitarian sector within the countries that Save the Children works.
* Knowledge of localisation and decolonisation as concepts.
* Multilingual proficiency relevant to STCs operations (e.g. French, Spanish, Arabic, other)
* Strong data analysis and knowledge management experience.
* Experience of financial analysis or budget management, and proven ability to understand/utilise financial and programme management systems.
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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:** Michelle Bowman, David-Huw Owen, Julia Metcalfe | **Date:** January 2023 |
| **JD agreed by:**  | **Date:**  |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |