|  |  |  |
| --- | --- | --- |
| **TITLE:** Senior Project Manager (Digital Programming Enablers) | | |
| **TEAM/PROGRAMME:** Transformation Delivery / Digital Programming | **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:**  The role of Senior Project Manager sits within the Digital Programming team at Save the Children International, which is responsible for leading the digital transformation of our work with children. This forms a **central pillar of our strategy** to deliver a greater impact to far more children in the 120 countries in which we work. The Digital Programming team is putting in place the processes, platforms, tools and resources that **enable** Save the Children staff to design, deliver and scale safe, high quality digital programmes.  The Senior Project Manager is responsible **for leading the implementation of tools that local teams will depend on** **for** the effective delivery of a wide range of **digital programmes** across different thematic areas (including **health, education and child protection**).  The role holder will ensure a clear strategy and path for the delivery of the desired project outcomes. They will manage stakeholder relationships and apply SCI’s Project Lifecycle methodology, tailoring this using agile principles where appropriate and with agreement of relevant functions. In doing so they actively drive the continuous improvement and evolution of the project delivery methodology to increase value focus and efficiency of project delivery .  The Senior Project Manager will be accountable for defining the start-up approach, which will include setting up the governance, ensuring the required team are in place, working with a BA to complete the current and future state analysis, coordinating vendor selection, identifying and proposing mitigations for project risks and issues, defining the costs and benefits and coordinate the required governance to move the project through the required stage gates.  The initial focus of the role will be on delivering messaging platforms that can support a number of use cases like **bite-sized learning, social behaviour change communications and feedback**.  Prior experience in delivery of global transformation initiatives is highly desirable for candidates applying for this role, in either the INGO sector or the private sector. | | |
| **SCOPE OF ROLE:**  **Reports to:** Project Lead Digital Programming Enablers  **Staff reporting to this post:** Matrix manager to all Project Team resources including a BA  **Budget Responsibilities:** The role will be responsible for managing the project budget  **Role Dimensions**:  This project has many stakeholders across Save the Children International countries, regions and centres (with 17000 staff), as well as Save the Children member organisations (8000 staff).   We operate in around 120 countries worldwide and are a highly matrixed organisation with a complex accountability structure. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Lead engagement with project stakeholders within SCI including with senior stakeholders * Ensure the relevant SMEs required to scope, set-up and deliver the project are made available to provide input and are understood * Work with the Business Analyst to ensure required analysis is defined and agreed * Manage and mitigate ambiguity to establish ambitious but achievable, committed plans for each workstream and for the overall project, taking into consideration business deadlines, dependencies, resources, and costs * With the Product Owner, review and define the structure of the project so that the objectives for each workstream are clear and resources can be identified for successful delivery * Ensure impacts of the project, including impact on the wider portfolio, change impact and financial impacts are understood and considered * Drive the delivery of the project, where appropriate using the PM toolkit that has been developed within SCI, by creating and maintaining project controls and artefacts using the appropriate tools and processes, e.g.:   + Plan   + Resource spreadsheet identifying what resources required each month   + Risks/Issue management   + Finances   + Interdependencies   + Scope Management * Set up and maintain the repository of documentation for each stage of project lifecycle, ensuring that all documentation has a clear purpose in driving the project forward. * Maintain the project controls and use them to drive the delivery of the project, proactively identifying and managing project risks and issues, driving actions to mitigate or resolve. * Monitor and performance manage workstream activity, adherence to plan and budget, and resolve obstacles to delivery. Note that workstream leads will typically be business SMEs and the PM role includes coaching and supporting them in driving the activities within a workstream. * Provide regular status reports that support effective decision making with the project, at the Management Review Group (MRG) and across the portfolio of projects, with clear escalation and decision-making. * Implement best practices and procedures in project management within the project and contribute to the continuous improvement of the project management toolkit. * Identify opportunities for consolidating activities across workstreams for economies of scale or simplified implementation, e.g. by applying agile principles, * Work with the Global Change Manager (to be recruited) to ensure all change activities are incorporated into the plan and that there is a communications plan that includes channels to stakeholders in geographically disperse locations. | | |
| **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) * Understanding of an Agile approach to project delivery and related qualifications or equivalent practical experience with agile/incremental project delivery (e.g. Scrum) | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Proven track record of successfully managing programmes or projects in software development and implementation. * Practical experience and in-depth knowledge of project management practices and standards including for waterfall, agile and hybrid environments * Proven experience of using and leading change management activities including change impact assessment, stakeholder management, managing resistance, building change capacity, designing and defining roles and responsibilities. * Proficient demonstrable skills in managing and reporting complex projects within a Portfolio Office/PMO structure * 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 * Comprehensive management and influencing skills with experience of working with senior level executives * Ability to resolve issues swiftly and decisively whilst safeguarding standards and procedures * A proven ability to apply excellent analytical and problem solving skills, and to work collaboratively to deliver of effective solutions to project related issues. * 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 present to all levels of the organisation * Strong team leadership abilities with the ability to motivate and mobilise individuals outside their reporting line * Cultural awareness and experience of delivering solutions internationally   **Desirable**:   * Non-profit sector knowledge/experience * Proficiency in a second core language of Save the Children (French, Spanish, Portuguese or Arabic) | | |
| **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:** Lutz English-Polch | | **Date:** 03th Feb 2023 |
| **JD Reviewed and Updated by:** | | **Date:** |