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| **TITLE:** Localisation Operations Advisor - Localisation Initiative | | |
| **TEAM/PROGRAMME:** SC Centre | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide | |
| **GRADE**: C Mid-Senior Level | **CONTRACT LENGTH:** 12 months with possible 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:**  To achieve our global breakthroughs for children by 2030, Save the Children has committed to significantly changing the way we work. A core component of this change is shifting power to local and national actors. Our Localisation ambition – ‘Local to Global for Impact’ - is an ambitious, multi-year, transformational journey that will see us (and the wider sector) deliver more, better, and fairer impact through context-responsive, locally-designed, locally-led and locally–owned programmes for children. We will achieve this by addressing fundamental challenges in the way current aid is delivered to enable and facilitate local actors’ leadership and own access to global resources for maximum impact.  Save the Children’s Localisation Initiative team was formed to define the movement’s strategic approach to Localisation, and to develop the high-level roadmap for its realisation. We are now entering the implementation phase of this transformation – with the team being given a mandate to accelerate the pace at which we will be able to meet our Localisation ambitions. The team consists of a small number of dedicated resources tasked with overcoming several blockers to achieving our ambitions, working across Save the Children’s global movement.  The Localisation Operations Advisor will play a critical role in turning planning into action through the provision of operational and operating model expertise on key areas of work.The Advisor will be responsible for driving and delivering the Operating Model sub-workstream of the Localisation Initiative, identifying operating models that advance localisation and ensuring that Country Offices are equipped with easy to use guidance to support their localisation journey. They will be an experienced and entrepreneurial operations generalist with the ability to realise connections between localisation and broader operational initiatives across the movement. They will alsoengage with Country Offices to identify operational considerations that hinder or accelerate localisation and be able to not only support COs to map their pathway to the Localisation Ambition and the changes required, but to take that feedback to influence investments, systems, policy and process adjustments on a larger scale. Lastly, the Adviser will work with colleagues to support knowledge management, sharing of best practices and real-time learning on activities and innovations that advance localisation.  The Advisor will sit within the Operations Continuous Team at Save the Children International, and will also be a core member of the Localisation Initiative team. | | |
| **SCOPE OF ROLE:**  **Reports to:** Shifting Power and Locally Led Action Lead with dotted lines to the Operating Models Lead and Localisation Initiative Director  **Budget Responsibilities:** None  **Role Dimensions**: The Localisation Operations Advisor works across multiple teams and functions and across multiple levels within the wider Save the Children movement including with COs, RO(s), Centre and members and may work closely with partner and peer organisations. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * **Lead the delivery of the Localisation Initiative Operating Model sub-workstream including:**    + Coordination: develop scope for core stakeholder engagement (including identifying experience/skills needed) and engage stakeholders in workstream; share progress and seek feedback on localisation uplift with wider operating model groups   + Localisation uplift – Country Office Operating Model (COOM)\_     - Assess and analyse existing localisation models and draft descriptors based on proven models (that are conducive to localisation) for inclusion in COOM as a recommended practice at the current or next revision an to inform localisation roadmap     - Identify models that support localisation that have been adopted by other organisations     - Input into key internal communication material on our desired behaviour changes, and embedding it in the revised COOM manual (at the current or next revision)     - Reflect compliance aspects into the revised COOM manual (next revision)     - Provide input into COOM revisions that will support COs to perform OM adjustments to meet their localization ambition     - Provide support towards the development of “partner model”     - Advisory on impact of localisation vis-à-vis “CO lite model” – including the development of recommended working modalities     - Support roll-out, review and/or capacity-strengthening where required     - Gather and disseminate evidence of emerging / pilot operating models’ effectiveness aspects and pain points (including successes and failures) * **Operational technical support to the LI**   + Provide operations technical input to the implementation of other Localisation Initiative workstreams (Compliance, Funding, Culture).   + Ensure that operations expertise from across the Movement is consulted in the development of the different workstreams, e.g. through engagement of Country Office operations colleagues, operating model reference groups etc.   + Contribute to further development of the Local to Global for Impact ambition and the multi-year roadmap development for the ambition from an operations and operating model perspective * **Identification and support to Country Office pathways and requirements for localisation**    + Work with selected countries to understand their current state and direction of travel  - mapping out the framework for how countries will get to where they want to be, the operational changes required to get there and the support that they would need to achieve this (guidance, resourcing, systems etc.)   + Gather evidence of the types of localisation activities our policies/processes/requirements support, and the activities they hinder   + Develop a high level country roadmap to compliment/align with the overall localisation roadmap * **Learning and evidence:**   + Capture real term learning from CO initiatives supported by the LI investment funds, provide support to selection of initiatives and follow-up on use of funds. Feed learning back into the outputs of the different workstreams/guidance for COs.   + Support mapping and analysis of Country Office and Member localisation activities, investments and milestones   + Contribute to knowledge management, sharing and learning across the Localisation Initiative, ensuring the representation of partners’ voices and their visibility * Where requested, provide additional support to coordination efforts and assessment of implications of sector wide commitments/pledges * Collaborate effectively as a member of the Localisation Initiative team, developing and delivering aligned workplans and supporting shared objectives. * Identify, coordinate and ensure alignment with other related workstreams that sit outside of the LI remit (e.g. operations, quality management, operating models) and communicate implications for this work arising from the Culture and Organisational model workstream. * Contribute to the prioritisation and development of the 2024 Localisation Initiative work plan. * Be a collaborative member of the International Programmes Operations Continuous Improvement Team. * Act as a positive role model, exhibiting leadership and celebration of diversity and inclusion within your team and with others * Maintain positive, constructive relationships with our business partners in other departments and with Save the Children members. | | |
| **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   The post holder must commit to work in an international agency that respects racial diversity and fights racism in all forms; and to model positive behaviours and respect to all colleagues, partners and communities. | | |
| **EXPERIENCE AND SKILLS**   * Senior level leadership, operations and management experience in a large and complex international NGO or organization * Familiarity with the localisation agenda, local leadership and prior experience of work with local civil society organisations * Experience defining and designing operating models, preferably in the non-for profit sector * Excellent business partnering, communication and relationship building skills. Demonstrated ability to develop and manage productive relationships with wide range of stakeholders, including Country Office and Centre senior leadership ensuring buy-in to a shared vision and project. * Experience in solving complex issues through analysis, definition of a clear way forward and ensuring buy in * Strong organisation and time management skills. Ability to plan ahead and prioritise competing tasks. * Strong communication skills that are audience-adapted * Experience managing stakeholders with varying priorities to achieve a common goal, and meet tight deadlines. * Proficiency in English (verbally and in writing). * A flexible and collaborative approach; ability to liaise with a broad range of people at all levels, across different cultures and to act with credibility, discretion, tact and diplomacy. * Commitment to the mission, vision and values of Save the Children.   We can offer circa £42,000 per annum (If based in UK) with an option of flexible working hours. If the role is based outside of the UK, National T&C (including pay) will apply. This role can be based in London or any existing Save the Children International Regional or Country office location on approval, provided the successful candidate has proof of eligibility to work from the preferred location. | | |
| **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: Katie Dimmer and Irina Saghoyan** | | **Date: January 2023** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |