

The following provides guidance on development of role profiles. This guidance should be used when completing the template. (Please use font Gill Sans MT size 11)

TITLE: Team Leader (Project Manager for the Youth Collective Action for Social Transformation:YCA4SoTra)	
TEAM/PROGRAMME: Operations	LOCATION: Harare
GRADE: 3	CONTRACT LENGTH: 1 (one) year with a possibility of extension up to 3 years – i.e the life of the project
<p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE:</p> <p>The Team Leader (Project Manager), will be overallly responsible for the successful delivery of the Youth Collective Action for Social Transformation (YCA4SoTra), funded by EU INTPA. The TL will coordinate the work of the entire consortium comprising Women in Leadership Institute (WILD) and Students and Youth Working on Reproductive Health Action Team (SAYWHAT) to ensure all project objectives are met, while ensuring a synchronised and harmonised delivery. Strong networking , collaboration and engagement with key stakeholders such as the government ,the EU, the Zimbabwe Youth Council, the youth movement and the private sector will be central to this role. The role will also ensure representation in relevant civil society platforms at local,national and regional leavels, development and humanitarian platfroms, as well as periodic project-specific (Project Accountability Team) and governance (Steering Committee) platforms.</p> <p>In 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.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Head of Operations</p> <p>Partner staff working closely with this post: Institutional Capacity Building Officer, Economic Strengthening and Youth Innovations Coordinator, Youth Mobilisation and Policy Engagement Coordinator.</p> <p>Direct: 3, or as may be assigned from time to as the project evolves.</p> <p>Indirect : 2 (MEAL Assistant and Communications and Visibility Assistant, as they report to PDQ structures)</p> <p>Budget Responsibilities: YES</p> <p>Role Dimensions: Overall project implementation accountability; providing leadership to the project team, coordinating consortium partners, representation, reporting, while working collaboratively with all functions in Save the Children.</p>	
<p>KEY AREAS OF ACCOUNTABILITY :</p> <p>Project Leadership</p>	

- Lead the consortium in ensuring that the project is on track in achieving outputs/outcomes
- Lead the consortium in the delivery of the set activities as per the project documents and work plan, ensuring team work all across.
- Provide leadership in the identification and mentoring of youth groups in Zimbabwe with a focus on youth with disabilities , adolescent girls, young women and youth in resources limited communities
- Coordinate the work of SCI, SAYWHAT and WILD and ensure coherence across all project activities.
- Conduct periodic context analysis to identify and proactively mitigate any potential risks to the project delivery, security and safety of project staff, as well as potential institutional threats, and communicating them timely to Head of Operations.
- Regular relevant stakeholder engagement (e.g. EU Youth Sounding Board, local authorities, local communities, National Youth Council, relevant government ministries and departments, youth movement, private sector for youth green jobs creation, climate change amongst, development and humanitarian actors, among other stakeholders).
- Responsible for convening periodic Project Accountability (PAT) meetings and updating the Project Steering Committee (PSC) on progress or lack thereof.
- Conduct performance appraisal to direct reports and support them in the discharge of their fuctions..
- Lead in the production of quality, timely project reports as per donor guidelines, working cross-functionally with Awards, PDQ, HR as well as with consortium partners.

Representation

- Represent the project/consortium at all relevant platforms, including in discussions/updates with the donors.
- Participate in relevant civil society spaces at local , national and regional levels so as to identify and strengthen potential project allies and workstreams for collaborations.

Team Management

- Provide management oversight to all team members including staff inductions and training.
- Manage the performance of all team members through:
 - Effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;
 - Coaching, mentoring and other developmental opportunities;
 - Recognition and rewards for outstanding performance;
 - Documentation of performance that is less than satisfactory, with appropriate performance improvements/ work plans

Child Safeguarding

- Familiarise himself/herself with Save the Children's Child Safeguarding Policy and shall strictly adhere to the Policy (and shall strictly comply with the Policy).
- Support direct reports and team members on ensuring safeguarding of children and vulnerable people is maintained at all times, with safeguarding also being central in performance management of direct reports.

Other duties

- Support the Programme Development and Quality team in any new business development initiatives in line with the TL's areas of expertise as well as in any potential opportunities that may build on to the YCA4SoTra Project.

The post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

BEHAVIOURS (Values in Practice) (Section should not consist of Competencies as this are the standard 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

QUALIFICATIONS

- A first degree in the Social Sciences, Political Sciences or Humanities.
- A relevant Master's degree would be an added advantage.

EXPERIENCE AND SKILLS

Essential

- A minimum of 5 years' experience with civil society working with youth organisations/movements.
- Solid experience in advocacy and influencing government policy and practice
- Strong representation, stakeholder management and moderation of inclusive development debates/conversations
- Experience managing development programs at an NGO or similar organization.

Desireable

- Experience leading consortia.
- Experience with EU funding.

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.

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:	Date:
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: