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| **TITLE:** Change and Engagement Manager, Localisation Initiative |
| **TEAM/PROGRAMME:** SCI Transformation Delivery | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: C; Mid-Senior Level | **CONTRACT LENGTH:** Permanent |
| **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:** In order to achieve our global breakthroughs for children by 2030, the Save the Children movement has committed to significantly changing the way we work – a core component of which is to shift 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 programs for children. We will achieve this by addressing fundamental challenges in the way current aid is delivered to enable and facilitate local actors’ own access to global resources for maximum impact – and we will overcome blockers within our own organization that currently prevents this from happening. The Localisation Initiative was originally formed to define the strategic approach to Localisation and the high level roadmap for its realization. We are now entering the next phase of the transformation – with the team being given a mandate to accelerate the pace at which we will be able to meet the movement’s Localisation ambition. It consists of a small number of dedicated resources tasked with overcoming a number of blockers to Localisation that currently exist across the movement.A critical workstream within the Localisation initiative is focused on driving culture change across the Save the Children movement. We already work extensively with local and national actors but we need to really shift our focus to ensure we always have local and national actors at the heart of everything we do including understanding needs, prioritising interventions, engaging with donors, implementing programmes, engaging global and nationally to advocate for change etc. As the Localisation Change and Engagement Manager, you will be responsible for working as part of the Culture Change Workstream to work with the wider team to understand the current and future state, proposed interventions, associated change impact and change interventions that need to be taken to support the culture change implementation. A key part of changing the culture is effective engagement across our organisation and beyond. The Change and Engagement manager will need to ensure they work with the wider team to understand key engagement interventions required to support the Culture Change workstream, agree the approach, develop the required materials and support the effective implementation. To enable this work the Change and Engagement Manager will need to create and maintain robust change and engagement plan, monitor progress against the plan and ensure alignment with the wider Project Plan and change initiatives happening across wider transformation initiatives.  |
| **SCOPE OF ROLE:** **Reports to:** Culture and Organisation Workstream Lead**Staff reporting to this post:** None**Budget Responsibilities:** No direct budget responsibilities but the role will be required to ensure the effective budgeting of required change and engagement interventions to support delivery of the Culture Change priority**Role Dimensions**: This initiative has many stakeholders across Save the Children International countries, regions and centre, as well as Save the Children members. Robust engagement includes CEOs and Senior Leadership Teams at country, regional and global levels, Centre technical and functional SMEs (planning and implementing); member, regional, and country offices (planning and implementing), as well as external stakeholders which may include children and young people. |
| **KEY AREAS OF ACCOUNTABILITY :** **Leadership alignment** * Develop stakeholder analysis and ensure that feeds into the development of change and comms planning
* Develop leadership alignment approach and broader stakeholder engagement plan and ensure it’s effective delivery to achieve buy-in and support for the 2023 workstreams, as well as broader alignment on the subsequent year’s transformation priorities for Localisation
* Develop change management material to support the engagements – such as Compelling Story, Current/Future State Analysis and overall change impact assessment
* Prepare for and lead engagement with senior stakeholders across the organisation (including Board Chairs, CEOs, Member Leadership groups and Country Directors)

**Support Workstream Prioritisation and Planning*** Work as part of the Culture Change workstream to support and document the development of the current and future state analysis
* Provide input to the proposed change and engagement interventions required to drive the culture change priorities

**Change impact assessment and change planning*** Complete change impacting for all defined interventions required to move from the current to the identified future state
* Define a change and engagement approach to ensure that the desired changes are delivered effectively and in a sustainable way
* Develop the global and local change and engagement plan including detailed transition plans which capture all necessary activities at initiative, centre, region, country and Member levels in addition to wider audiences including partners, donors, local and national actors etc.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self-accountable for smoothening the implementation and consolidation of project solutions by challenging the requirements and design
* holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the Lead Country Director and their key country resources accountable for their input and judgements per Phase

**Ambition:*** translates the ambitious and challenging goals for SCI projects in proactive action to avoid work or complications in a later stage, engages and encourages all relevant stakeholders, takes responsibility for their own personal development in this respect
* 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 C&D team, SCI project leads, project managers, PMO and representatives from the field
* 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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| **QUALIFICATIONS** Educated to degree level / equivalent work experience |
| **EXPERIENCE AND SKILLS****Essential*** Demonstrated experience and capability in either change management or communications management whilst confirming the willingness to learn new skills through training and on the job coaching
* Experience of working on projects at various phases of the project lifecycle
* Experience of solving issues through analysis, definition of a clear way forward and ensuring buy in
* Experience in engaging stakeholders across different levels of an organisation
* Excellent communication and interpersonal skills
* Experience working across multiple functions or locations
* True passion for results, responsibility and proactivity
* Competent in use of key change and engagement tooling including (but not limited to) PPT, video software, email communication etc.
* Experience working within defined governance processes

**Desirable*** Affinity, knowledge and experience of working within a standardised project/change methodology
* Experience working across geographies
* INGO experience
* A second language. Preferably French, Spanish or Arabic.
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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:** Suzanne Vincent | **Date:** 3rd April 2023 |
| **JD agreed by:**  | **Date:**  |
| **Updated By:**  | **Date:** |
| **Evaluated:** | **Date:** |