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| **TITLE: International Programmes (IP) Workstream Lead - Flexible Operating Model** |
| **TEAM/PROGRAMME:** IP Operations and Continuous Improvement | **LOCATION: UK** or any existing Save the Children International Regional or Country office **Worldwide(remote)** |
| **GRADE**: B – Mid-Senior level | **CONTRACT LENGTH:** Fixed term full time until April 2024, and at 50% thereafter. |
| **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:** Save the Children is 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; reduced access to funding due to localisation; or declining trust in large INGOs. This project is focused on designing and implementing a future-oriented and more flexible operating model whilst maintaining the integrity, cohesion and reputation of the Save the Children movement. The International Programmes (IP) Workstream Lead holds a critical position within the Flexible Operating Model management team, driving the project’s success. Specifically: * Lead the IP Work Stream Programmes functions (12) of the Flexible Operating Model, providing the project with subject matter expertise so that design, development, and implementation decisions reflect the needs of the global Programmes function and alignment with global strategic priorities.
* Responsible to deliver on the design, development, and implementation of objectives within their functional areas of responsibility.
* To represent the Flexible Operating Model project across global IP functions and member senior stakeholders, ensuring they remain informed and committed to the project. This includes getting agreement across members, centre, country, and regional programme senior stakeholders to proposals from the Project affecting their functional areas.
* To ensure that IP Functional Leads/SMTs working/supporting the Project are engaged in all the phases of the Project.
* Be the focal point of contact within the Project for the Country and/or Regional Offices that are selected to receive a new operating model.
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| **SCOPE OF ROLE:** **Reports to:**  Operating Models Lead, IP Ops Continuous Improvement, with a dotted line to the Project Lead, Flexible Operating Model**Staff reporting to this post:** Direct Reports:IP Operating Models Manager, IP Operations Manager, Supply Chain Functional Lead for FlexOM Project. Matrixed coordination with SCUS counterpart on project.**Budget Responsibilities:** ensure budget lines covering IP WS are well executed. |
| **KEY AREAS OF ACCOUNTABILITY****As a member of the Flexible Operating Model Core team, the role will** * In collaboration with functional owners, lead the IP functional input into the project, make recommendations on the way forward and drive the delivery of the project, ensuring close collaboration with centre IP functions (more than 12), regional offices, country offices as well as Save the Children US IP counterparts.
* Supervise and coordinate IP functions team responsible for the project, including Operations Managers and Supply Chain Functional Lead.
* Foster collaboration and synergy amongst team members to deliver on project outcomes.

**Provide subject matter expertise and opinions to inform the Flexible Operating models*** Present information on programs and IP operations requirements in the organization
* Provide key examples for modelling proposed future solutions.
* Review and provide input into the future requirements, design and deployment of other functions, including data usage, management and reporting globally (Award Management, , Legal, Finance, IT and other interdependent functional areas)
* Collaborate with Legal and other functions, with senior consultation as required, to design the overarching Operating Framework for the SCUSI model
* Provide technical content for key project documentation, presentations and workshops.
* Identify business processes in Programme Management impacted by the Coding data model. Update the business processes for the required changes, including any tools or templates associated
* Work with Change & Deployment to assess the impact of the changes to the business processes and any related tools or templates within the various Programme Management units.

**Coordinate the delivery of IP related activities within the SCUSI central operating model and ‘branch in a box’** * In collaboration with functional owners, lead the coordination of development/adaptation of key IP policies, procedures, templates and documentation in line with approved design.
* Oversee the creation of ways of working guidance and documentation between SCI and SCUS IP
* Co-ordinate with IT Workstream Lead to support the development and testing of key IP systems as designed for SCUSI e.g. PRIME
* Working with change and deployment to create IP related trainings for SCUS HQ, Branch offices, and SCI.

**Lead on all IP related activities for the first implementation of the SCUSI operating model at the country level*** In close collaboration with SCUS counterparts and broader project team, lead on the implementation of all IP related country level transition activities e.g. transferring projects in PRIME
* Collaborate with Change and Deployment to effectively engage with country teams and deliver guidance and training on the new operating model and manage impact on SCI operations

**Post-Go Live Support*** Collaborate closely with Change & Deployment to provide comprehensive post go live support on IP related issues.
* Lead on documenting lessons learned and problem-solving for IP related activities post go-live
* Contributing to a post-go live evaluation, leading on the consultation for IP related activities

**Manage global IP stakeholders (all levels)** * Maintain regular engagement with IP stakeholders and be the main conduit of key information impacting the function, with support from C&D as needed. This includes senior staff like COO, CDs, RDs, etc.
* Ensure technical solutions are understood by non-technical stakeholders
* Responsible for partnering with stakeholders accountable for programme requirements and ensure their agreement and alignment with the Flexible Operating Model project.

**Be a proactive project team member:*** Fully understand the scope of the Flexible Operating Model
* Collaborate with peer subject matter experts and Workstream Leads for input and feedback into technical solutions and business process changes.
* Act as Flexible Operating Model project team representative in all non-project meetings and forums as required.
* Be a change agent for Flexible Operating Model solutions.
* Identify and escalate risks that could impact the success of the project to the Flexible Operating Model Team
* Collaborate daily with Team members and proactively contribute to Flexible Operating Model Meetings
* Attend and contribute to Workshops representing needs of the global IP Function
* Maintain a work plan of activity and submit to the Flexible Operating Model on a weekly basis
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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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| **QUALIFICATIONS** Educated to degree level or qualified by relevant professional experience.  |
| **EXPERIENCE AND SKILLS****Essential*** Significant senior level leadership and management experience in a large and complex international NGO or organization
* Significant experience managing field operations, across the full spectrum of programming from humanitarian assistance to development, with an understanding also of institutional needs supportive of the global mission.
* Experience in solving complex issues through analysis, definition of a clear way forward and ensuring buy in
* Excellent business partnering, communication and relationship building skills. Demonstrated ability to develop and manage productive relationships with SC member agencies and senior staff.
* Experience in implementing organisational structure/operating model change projects in the NGO sector.
* Attention to detail.
* Strong interpersonal, written and oral communication skills
* Ability to work independently and use initiative.
* Constructive approach
* Team player, with a full appreciation of the value of collaboration
* Commitment to the mission, vision and values of Save the Children.
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| **Salary Expectations**The salary will be commensurate with market standards.  |
| **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. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. |
| **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 created by:**  Hafwen Kaill | **Date: 16 August 2023** |
| **JD agreed by:** Kristina Wolter | **Date: 17 August 2023** |
| **Evaluated:** | **Date:** |