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| **TITLE:** Education Fund Manager (SB2SL) | |
| **TEAM/PROGRAMME:**  Safe Back to School and Learn Global Goal team. | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide** |
| **GRADE**: CTR C / NAT 3  Mid-Senior level | **CONTRACT LENGTH:**  Fixed term to 31st May 2026 |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or 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. | |
| **CONTEXT:**  Safe Back to School and Learning (SB2SL) is Save the Children’s global goal focused on ensuring that all children can learn, achieve, and thrive in safe, well -resourced schools with quality teaching. The SB2SL Pooled Fund is an internal pooled fund that supports the scaling of innovative and strategic education programming that advances SB2SL's Top 5 priorities in identified countries. It is complimented by a new Lego-funded Fund focused on Education in Emergencies, designed to deliver targeted funding to education projects as part of the first phase humanitarian response to crises. The two Funds work together under the same banner to support innovative and impactful programming across the nexus. Both Funds sit within the wider education global goal team, with the EiE Fund strongly linked to the Centre Humanitarian Education Team.  **ROLE PURPOSE:**  The Education Fund Manager will provide strategic leadership and oversight for the two education funds, the Safe Back to School and Learning Fund, and the Lego Education in Emergencies Rapid Response Fund ensuring that they are run with the utmost efficiency to enable them to maximize their investment to catalyse impactful programming and leverage further funding. The role is critical to coordinating all internal and external stakeholders to advance both Funds specific mission to greater heights. | |
| **SCOPE OF ROLE:**  **Reports to:** Global Goal Lead Safe Back to School and Learn  **Number of direct reports:** None, dotted line management of Awards Manager  **Role works closely with**: Global Head of Humanitarian Education and Senior Learning Through Play Advisor SC Denmark. Centre AMDC team. | |
| **Budget Responsibilities:** The role will provide budget oversight for both the SB2SL Pooled fund and the Lego Rapid Response funds. This will be a total amount of USD 7M over the next 2 years being disbursed to over 15 countries and members. | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Programme Management for Quality.**   * Ensure that the programme is implemented effectively with high impact, according to agreement with donor and technical quality standards. * Ensures systems and processes are successfully implemented, and that key controls, project-monitoring tools such as project plans, budgets, regular review meetings, and communication, are in place to support effective programme management and compliance with donor requirements. * Coordinate a smooth and efficient application process including ensuring clear application process and documentation is in place, facilitating efficient engagement of the respective Allocation committees to select quality innovative proposals. * Working closely with the Awards Manager, finance, and relevant technical and innovation colleagues, ensure strong and timely start up and close out processes for all funded projects. * Ensure regular and supportive engagements are in place with CO staff involved in delivering the programme to provide solution- focused leadership at all stages of the projects to promote responsive programming that delivers critical outcomes for children. * Embed learning and results –based management processes to ensure that key insights are identified, and the relevant pivots executed to ensure that the fund continues to be relevant in rapidly changing contexts. * Monitor program outputs and results and define Monitoring, Evaluation and Research processes to ensure that results are documented and reported accurately and in a timely manner (included this point).   **Budget Management**   * Oversee and monitor high-level oversight of country approved budgets to inform decision- making to meet the overall aims of the programme. * Ensure timely follow-ups with implementing offices to address irregularities and potential variances and recommend appropriate adjustments, in collaboration with the Awards Manager * Oversee, monitor, and provide approval guidance for expenditure of centre costs. * Oversee the fund’s pipeline, instigate the required action to manage any implications including prioritizing fundraising if the pipeline is lower than desired.   **Reporting and Fundraising**   * Design and coordinate global level reporting processes and timelines, in line with donor expectations, for both financial and narrative reporting, to ensure that reports are high quality and delivered on time to donor standards, as well as effectively showcasing achievements and successes from project implementation. Together with relevant fund leadership develop a robust fundraising strategy for both Funds and support its execution. Ensure that complementarities are maximised.   **Risk & Issue Management**   * Working with the Awards Manager, the Fund Manager will ensure that all project and AMS documentation is complete and updated. * For all fund supported projects ensuring that any escalations necessitated in complex and high-risk situations are well managed. * The Fund Manager will be responsible to ensure any reported CSG, PSEA and Fraud incidents are managed and reported. * The Fund Manager has full ownership of the Global Goal Fund Manual (SB2S&L), its implementation and revision as well as global communication of the same to all relevant stakeholders.   **Stakeholder Management**   * The Fund Manager will manage stakeholder relationships across various teams and entities within Save the Children to ensure commitment and involvement, and to encourage effective collaboration towards the success of the Funds. * Lead on communications with external stakeholders, including members and donors, through the development of materials and presenting in relevant fora. | |
| **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 | |
| **QUALIFICATIONS AND EXPERIENCE**  **Essential**   * Significant years of experience relevant work experience in education programmes in either development or humanitarian settings * Education to Master's level in International Development or a relevant subject and/or equivalent field experience * Experience of programme and project management in education across multiple locations and changing contexts, both humanitarian and development. * Demonstrated experience managing a large portfolio of projects, including finances, awards management, donor engagement and stakeholder management; across multiple programmes concurrently is considered an asset. * Significant financial literacy including budget reviews and ongoing financial monitoring. * Demonstrated success in fundraising and resource mobilization with both private and institutional donors. * Exceptional communication and interpersonal skills to develop strong working relationships resulting in securing significant new opportunities for the organisation, as well as deliver assessments and reports. * Ability to explain complex issues to both staff and peers. * Ability to manage a varied workload quickly and efficiently, and work effectively under pressure across a varied portfolio to organise and prioritise work for yourself and others to ensure deadlines are met * Ability to propose innovative and adaptive solutions, work with others to overcome challenges and deliver results * A proven ability to conceptualise and ground abstract ideas in operational realities * A high level of written and spoken English * Politically and culturally sensitive with qualities of patience, tact and diplomacy, including awareness and experience of humanitarian and development contexts * Strong influencing skills and experience in advocacy * Commitment to Save the Children values   **Desirable**   * Language skills, in particular Spanish, French or Arabic * Experience or knowledge of working and living in relevant regions/contexts. * A level of technical knowledge in Education programming approaches , tools and guidance. * Familiarity with SC’s programme management systems, including the Awards Management System, PRIME and Agresso | |
| **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. | |
| **Date of issue:** April 2024 | |