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| **TITLE:**  Child Sponsorship Transformation Senior Project Manager  |
| **TEAM/PROGRAMME:** Transformation Delivery | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide** |
| **GRADE**: CTR B / NAT 2 Mid-Senior level | **CONTRACT LENGTH:** Permanent |
| **CHILD SAFEGUARDING: (select only one)**Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.  |
| **ROLE PURPOSE:** Child sponsorship is a fundraising mechanism that enables individuals to support children, their families and entire communities through donations that are then used to directly support specific children that are sponsored. This is managed centrally and means that individual donors will receive information and communications from the specific child they have decided to sponsor. Save the Children made the decision to move away from this type of fundraising and as a result a project is needed to effectively manage this transition and ensure any associated impacts on fundraising, individual communities these sponsored children are a part of and staff are properly understood, planned for and managed to ensure the transition runs smoothly and results in even better outcomes for children. Towards the end of 2023, a feasibility study was completed to assess the approach needed to wind down Individual Child Sponsorship including the following key components: - * Impact for Children
* Impact on Country Office Operations
* Future Fundraising Models including alternative Sponsorship models
* Impact on systems used to support Individual Child Sponsorship
* Timeline required to manage required changes based on decisions on option to move forwards

The Child Sponsorship Transformation Senior Project Manager is a critical role that will report to the Project Lead and will be accountable for ensuring effective development, ongoing maintenance and delivery of the Project Plan including aligning with key stakeholders and SME from across the movement to ensure they understand their responsibilities and are held accountable for delivery. In addition to managing the plan, the Senior Project Manager will be accountable for coordinating the preparation and setup of key governance groups including senior level stakeholders, identifying and managing project risks and issues, engaging with the PMO and ensuring all reporting requirements are effectively managed including dependencies and status updates as well as leading the effort to progress the project through the required stage gates in line with the processes and templates defined. It will be critical to ensure that the Senior Project Manager can effectively manage relationships across the team and with external stakeholders aligning with the Project Lifecycle and ensuring a focus on Continuous Improvement. In addition, it is critical that the role holder has a deep understanding of Sponsorship Programmes at Save the Children in order to enable them to take a leading role in defining the future operating model and partnering with the wider project team to ensure the full scope of impacts are understood, associated activities are identified and prioritised and delivered in line with the agreed plan. To be successful, the Senior Project Manager should be open to rolling up their sleeves to really understand the complexities of our organisation and the project itself and be willing to step in to manage issues through to resolution, diving into the content to identify options and ensure the required interventions are completed. Prior experience in delivery of global transformation initiatives is therefore essential for candidates applying for this role, in either the INGO sector or the private sector.On occasions if the situation requires it, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to:** Child Sponsorship Transformation Project Lead**Staff reporting to this post:** Dotted line management of BA resource working on the project**Budget Responsibilities:** Support day to day management of the project budget**Role Dimensions**: This initiative is highly complex and will require engagement with a complex group of stakeholders across all levels including SLT from across the movement. The project team will include a Project Lead, Global Change Manager, Jr. Business Analyst and Subject Matter Expert the role holder will need to actively partner with these key roles to ensure the effective delivery of the project |
| **KEY AREAS OF ACCOUNTABILITY :** * Partner with the Project Lead to ensure the effective setup of the Project including recruitment of key roles, definition and setup of governance and ongoing meeting requirements
* Manage ongoing updates and monitoring of the Project Plan including escalating issues to the relevant leaders or governance bodies as required
* Drive delivery of implementation in line with the Project Plan, ensuring project resources understand their responsibilities and are held accountable for delivery against the plan
* Take a key role in the project leadership team, supporting the wider team as needed.
* Ensure reference groups are maintained and continue to be used effectively to ensure the required input is received from functional SMEs from both SCI and Members
* Work with the Business Analyst to ensure any required analysis is defined and agreed
* Ensure project controls including risks, issues and dependencies are documented and reported in line with the Portfolio Management Office requirements and any critical issues are escalated quickly through the agreed channels
* Lead the governance process including ensuring sufficient time is available for review and sign off from the relevant leaders that are agreed up front
* Lead engagement with stakeholders within SCI including engagements with senior stakeholders in coordination with the Project Lead and Global Change Manager
* Continue to monitor scope definition and implement change control in line with the PMO principles
* Manage preparation for required stage gate reviews
* Provide day to day line management to the Business Analyst including providing input into their performance management process
* Maintain the repository of documentation for the project
* Implement best practices and procedures in project management within the project and contribute to the continuous improvement of the Project Lifecycle
* Establish self as a key SME for the transformation, taking a leading role in engagements, comms and governance relating to the target operating model changes
* Acting as an Sponsorship SME and building on the feasibility assessment already completed, detail out the current state operating model to ensure a detailed understanding of people, processes and supporting tools
* Support the BA to ensure effective development of the requirements to deliver the future state operating model
* Input and Support Delivery of Change Impact and Interventions relating to the transformation including Operating Model design, resource impacts, comms and engagement, financial monitoring etc. Actively engage with critical functions from across the movement that will be required to support technical aspects of the transition
* All projects face challenges along the way and the Project Lead will need to take a hands on role to identify issues and ensure they are effectively managed through to resolution and any subsequent impacts are reported to governance in a timely way
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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** * Bachelor’s degree or equivalent work experience
* Understanding of a structured Project methodology (e.g. PRINCE2) or accredited Project Management training (APM or PMI)
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| **EXPERIENCE AND SKILLS****Essential*** An extensive track record of successfully managing large and complex projects and programmes that include systems, processes and operating model changes
* Strong interpersonal skills, including the ability to negotiate/mediate; to facilitate the resolution of conflicting business requirements
* Excellent understanding of business complexity and project interdependencies
* Ability to agree on Functional Workstream and Change Management priorities, in line with the plan
* Cultural awareness and experience of delivering solutions internationally
* Highly developed organisational awareness and ability to understand any sensitivities within a complex multi-stakeholder structure; and think creatively and strategically to overcome obstacles to cooperation and progress
* Demonstrable experience and in-depth knowledge of programme and project practices and standards
* Experience in solving complex issues through analysis, definition of a clear way forward and ensuring buy in
* A proven ability to deliver projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance
* Strong team leadership abilities with the ability to motivate and mobilise individuals outside their reporting line
* Able to demonstrate instances of initiative that have delivered organisational benefits
* Team player, with a full appreciation of the value of collaboration

**Desirable*** Knowledge of Child Sponsorship Programming and how this is managed in Save the Children
* Ability to speak one of the additional Save the Children core languages including French, Spanish and 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:** 12th March 2024 |
| **JD agreed by:** Michael Koutstaal | **Date:** 13th March 2024 |
| **Updated By:** Kristina Wolter | **Date:** 26th July 2024 |
| **Evaluated:** | **Date:** |