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| **TITLE:** Project and Change Manager – SCI Led Funding  |
| **TEAM/PROGRAMME:** Awards Management | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: B, Mid-Senior Level | **CONTRACT LENGTH:** 24 months |
| **CHILD SAFEGUARDING:** Level 2: *either* the role holder will have access to personal data about children and/or young people as part of their work; *or* they 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:** SCI is seeing a significant increase in SCI-led programme funding; defined as all forms of funding that are received by SCI (via SCI Implementing Office, Regional Office or Centre/Global function) directly from outside the movement (i.e. any external donor or partner) without first passing through any other Save the Children entity. The purpose of this role is to lead a project that ensures SCI people, processes and systems are capable of managing SCI-led funding​. The role holder will be required to assess the current and future state of the SCI- led portfolio and deliver the project including the project approach to knowledge transfer. This role will also be responsible for managing the end-to-end change and deployment deliverables specific to the project including regular communication to stakeholders to inform, engage and motivate the impacted functions ensuring acceptance and necessary buy in as well as completion of the required preparatory steps. The role will also be required to work closely with the Business Analyst, and functional SMEs. The role holder will be responsible for establishing and maintaining the required project and portfolio management reporting including risk and issues logs, dependencies, status updates etc. In addition, they will manage the Project and Change Management deliverables as part of the defined Save the Children Project Lifecycle examples including the Project Plan, stakeholder matrix, Change and Comms Plan, Change Impact Assessment etc. Core to this role will be ensuring effective alignment with wider transformation initiatives as well as effectively managing relationships with key stakeholders and driving continuous improvements.  |
| **SCOPE OF ROLE:** **Reports to:** Project Lead (Dotted line toHead of Change Delivery)**Staff reporting to this post:** None**Budget Responsibilities:** None**Role Dimensions**: The project management aspects of the role are fairly industry-standard, but should include the ability to manage projects using Waterfall and Agile, throughout the lifecycle of the project. |
| **KEY AREAS OF ACCOUNTABILITY:** * Assist the Project Lead in the delivery of the feasibility study and preparation for start-up including working in partnership with the key stakeholders and external partners (where relevant) to ensure the required analysis is completed and the outcomes are balanced and representative of the organisational context and constraints
* Ensure the feasibility is completed in line with the Project Delivery Methodology
* Create and manage a plan for the feasibility in addition to, as part of the start-up preparation determining the initial full project timeline
* Definition of the project plan and delivery approach including the Change and Deployment activities in line with the Project and Change Methodologies Drive the project to a regular beat: monitor work stream activity, manage adherence to plan and help team members resolve obstacles to delivery
* Prepare and conduct project definition workshops, to confirm and document scope, objectives and benefits of project with all key stakeholders
* Manage and deliver the Change Management activities and associated deliverables for the Shared Operations project as defined in the Project Lifecycle
* Manage communication channels with stakeholders in geographically disperse locations
* Establish and manage realistic and committed project schedules taking into consideration business deadlines, dependencies, resources, and costs
* Proactively identify and manage project risks
* Identify and manage dependencies with other transformation initiatives in flight
* Monitor and drive the resolution of issues
* Maintain accurate documentation of project lifecycle (e.g. review and assist in the creation of requirements documents, test plans, etc.)
* Define the change and stakeholder groups and conduct a change impact assessment to determine how the project will impact the individuals and teams identified
* Define the approach to rollout the change and create a deployment toolkit that can be used at the local level to ensure the change in embedded
* Define the local deployment plan, agree this with impacted stakeholders and communicate and track to this plan as part of the wider project activities
* Oversee final quality assurance on project, reviewing accuracy of output and compliance to the requirements
* Implement best practices and procedures in project and change management
* Ensure that projects is aligned with its strategic goals and are supported by the business cases
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| **SKILLS AND BEHAVIOURS (SCI Values in Practice**) **Accountability:*** holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds team members 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** * Preferable: PRINCE2 (Foundation and/or Practitioner), Scrum Master, Agile PM
* Computing degree/masters (or similar) or MBA would be an advantage
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| **EXPERIENCE AND SKILLS****Essential*** Previous experience of delivering projects focused on the transformation journey of a Customer Relationship Platform for a global organisation
* A strong track record of successfully managing medium to large complex projects and/or programmes
* Proven experience of using and leading change management activities including change impact assessment, stakeholder analysis, managing resistance, building change capacity, designing and defining roles and responsibilities
* Demonstrable experience and in-depth knowledge of programme and project practices and standards
* Prior experience in managing and reporting on projects within a Portfolio Office/PMO structure
* 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
* Good management and influencing skills with experience of working with senior level executives
* A proven ability to resolve issues swiftly and decisively whilst safeguarding standards and procedures
* Strong team leadership abilities with the ability to motivate and mobilise individuals within or outside their reporting line
* Strong business requirements collection, and process/workflow analysis skills
* Excellent communication skills (written & oral English), including the ability to communicate and present to all levels of the organisation
* Able to demonstrate instances of initiative that have delivered organisational benefits
* Cultural awareness and experience of delivering solutions internationally

**Desirable**:* Experience in a range of business process and implementation of systems within non-profit sector
* Save the Children process and procedure knowledge/experience
* Salesforce experience
* Experience in working with off-site project team members
* Experience of delivering solutions internationally
* Proficiency in a second core language of Save the Children (French, Spanish, Portuguese or Arabic
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| **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Health and Safety**The post holder is required to carry out the duties in accordance with SCI Health and Safety 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 |
| **Additional job responsibilities**The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. Some degree of international travel maybe required. |