|  |  |  |
| --- | --- | --- |
| **TITLE:**   Global Innovations Programme Manager | | |
| **TEAM/PROGRAMME:** Innovation for Global Goals | **LOCATION: UK** or any existing Save the Children International Regional or Country office **Worldwide.** | |
| **GRADE**: C Mid-Senior level | **CONTRACT LENGTH:** FTE – 31 December 2024 | |
| **CHILD SAFEGUARDING:**  Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check. | | |
| **CONTEXT:**  For the 2022 – 2024 Strategic Period, 4 Global Goals have been identified:   * Safe Back to School and Learning * Healthy Start in Life * Live Free from Violence * Safety Nets and Resilient Families.   In support of these Global Goals, a crosscutting innovation team has been created comprising of a Head of Innovation and several Global Innovations Programme Managers.  **ROLE PURPOSE:**  The role holder will be required to deliver high-quality planning, implementation, coordination, and monitoring of innovations across the 4 Global Goals and lead on 1 Global Goal. This includes fundraising, development and packaging of resources, country-facing support in programme operations, monitoring of spending and results, and delivery on evidence through learning agendas. S/he will need to be flexible, creative and able to troubleshoot challenges promptly and effectively.  In addition, the post-holder will play a key role, working alongside the Global Goal teams to identify innovations across the Save the Children movement and externally. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of Innovation for Global Goals  **Working relationships:** Goal Team Leads; Heads of Programs; Wider Goal Teams; Innovation management teams for individual innovations; Country Offices; Technical Advisers in 3+ offices; Awards; Innovation Advisers; Resource Mobilisation.  **Staff reporting to this post:** N/A  **Budget responsibilities:** Support management of innovation pilot budgets, currently valued at $20m+  **Role Dimensions**: This role entails high level of coordination, monitoring and supporting performance across many different countries | | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Programme Planning, Development and Management of Innovation pilots**   * Work with Global Goal teams to maintain a birds-eye lens of progress in pilot countries. * Lead in identification and development of emerging and cost-effective innovations across the Global Goals – including liaison with innovation and thematic experts throughout the SC movement. * Ensure all pilot countries are supported to have quality plans for implementation and MEAL. * Project manage ‘global’ components (e.g. development of manuals, evaluations etc.) through to completion in collaboration with Innovation and Technical Advisers. * Offer troubleshooting support to country offices. * Schedule regular (action-oriented) check-in calls with country leads to talk through progress and challenges. * Regularly brief Global Goal team leadership on progress, including any challenges.   **Budgeting and Reporting:**   * Own Master Budget(s) and ensure all pilot gaps are filled / responded to within fundraising asks. * Ensure that Master Budget(s) for each global pilot fulfils country and global budgetary needs. * Ensure utilisation of budget on time and in compliance with donor rules. * Monitor spend re. ‘global’ programme management costs (e.g. TE costs), while maintaining close oversight of spend at country level. * Manage project reporting processes for each global pilot (e.g. the review of interim and final reports); give feedback to country offices; and ensure interesting lessons learned are captured and disseminated through various channels (e.g. Steering Committee meetings, inclusion within the SB2S Bulletin, Workplace etc.). * Address matters of under/overspend through regular monitoring and budget realignment where necessary.   **Award Management**   * Ensure each pilot country has a quality kick-off and on-boarding process, in which they are introduced to the technical components of innovations, as well as budget rules and coding. * Working with the Awards Lead to ensure all new funding contributions are promptly allocated and processed within the awards system.   **Coordination and Representation**   * Facilitate the organisation of regular Steering Group meetings for each innovation. Provide updates/reports by synthesizing key progress and challenges; present issues that require decision-making and propose actions. * Representation of project to internal and external stakeholders, e.g. the Goal Teams, H/TWGs, Member meetings.   **“Externalising” Pilots – Post Proof of Concept**   * Collaborate with Technical Advisers & support the completion of impact and cost effectiveness evaluations, as well as delivery on learning agendas. * Identify how the approach can be packaged for an external audience (i.e. those who wish to use it in their own programmes) – taking care to ensure it is visually appealing, user-friendly and free of jargon. * Spearhead initiatives to launch this, e.g. through webinars, blogs, bulletins and so forth.   **Communications:**   * Lead on the development, maintenance and implementation of comms plan to effectively engage, sensitize and mobilise stakeholders to support the effective delivery of key strategic projects. * Lead on developing comms materials with inputs from the team (e.g. monthly reports, mid-year summary and annual reports) to showcase achievements and successes. * Lead on knowledge management ensuring user-friendly platforms (such as OneNet and Workplace pages) are developed and maintained. * Support team members and contribute to generate and disseminate content such as engaging communiques, slide decks or comms materials to raise awareness on successes, challenges and learning around portfolio of flagship projects. | | |
| **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**   * Undergraduate degree in social sciences or related field. Certification in project management (e.g. PRINCE2) a plus. | | |
| **EXPERIENCE AND SKILLS**  Essential:   * Excellent organisational, management and analytical skills, specifically effective time management, budget monitoring, problem solving, ability to meet deadlines consistently. * Demonstrable experience of project management in INGO setting, specifically on project planning, implementation, monitoring and reporting – ideally in country settings. * Significant experience of effective stakeholder engagement and managing substantial projects or workplans comprised of complex, diverse tasks and priorities. * Sound judgement with the ability to manage multiple stakeholders and tasks in a pressured, resource-constrained and self-administrative environment. * Excellent written and spoken communication skills in English and ability to present complex issues in a clear succinct manner. * Cultural awareness and ability to work effectively and collaboratively across diverse teams, functions, offices and organizations. * Proven ability to work with a high degree of flexibility and autonomy, tackling new areas with confidence and leading on engaging stakeholders across all levels. * Commitment to the mission, vision and values of Save the Children. * High level of computer literacy, including internet and other web-based sources and Microsoft Office.   Desirable:   * Experience working within country offices. * Experience within Save the Children, including a strong network. * Knowledge of the Safe Back to School global priority. | | |
| **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:** Luke Hayman | | **Date:** 30/09/2022 |
| **JD agreed by:** | | **Date:** |
| **Updated By:** Luke Hayman | | **Date:** |
| **Evaluated:** | | **Date:** |