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| TITLE: Regional Special Projects Officer | |
| TEAM/PROGRAMME: Regional Director's Office | LOCATION: Panama |
| GRADE: 3 | CONTRACT LENGTH: permanent/open ended |
| <p>CHILD SAFEGUARDING: Level 3: the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> 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.</p> | |
| <p>ROLE PURPOSE:</p> <p>As a member of the Latin American and Caribbean Regional Office the role holder will ensure that special projects and initiatives in new areas move forward at pace. Working closely with the Regional Director, the Special Projects Officer will support a wide range of activities including the RD's work with key colleagues, partners, stakeholders, and donors. The role holder will:</p> <ul style="list-style-type: none"> • work in coordination with the Regional Director and other staff to enable the LAC region to take immediate action in new and innovative areas of work, • facilitate cross-functional and cross-thematic initiatives. • support the RD in communicating with SC Members, donors, media and other key stakeholders, and • document new initiatives with a view to enhancing visibility of the Save the Children's LAC innovative programming work. | |
| <p>SCOPE OF ROLE:</p> <p>Reports to: Regional Director for Latin America and the Caribbean</p> <p>Role Dimensions: Save the Children works in 18 countries in LAC (12 SC offices and an additional 6 countries with partners), with a current staff of approximately 2000 and current expenditure of approximately \$100 million per year. Save the Children has a direct presence in: Bolivia, Colombia, Dominican Republic, El Salvador, Guatemala, Haiti, Honduras, México, Nicaragua, Perú and Venezuela. Works with partners in Argentina, Brazil, Chile, Costa Rica, Paraguay and Uruguay.</p> <p>Key relationships: Works in coordination with a wide variety of actors in the Regional Office and in country offices in Latin America and the Caribbean.</p> | |
| <p>KEY AREAS OF RESPONSIBILITY</p> <p>Project coordination</p> <ul style="list-style-type: none"> • Convene, coordinate, and assist in facilitation of key meetings. • Participate in the development of action plans for special projects and initiatives • Participate actively in identifying, prioritizing and following up new an innovative initiatives. • Document, monitor and follow-up on actions related to key projects and meetings • Ensure that critical cross-functional meetings occur in a timely fashion and support RD in calendar management | |

Communications and visibility support

- Work with others to prepare briefing materials for RD's speaking engagements.
- Develop content for and manage selected social media accounts in collaboration with the Comms team.
- Develop written and audio-visual presentations for the Regional Director and/or for special projects.
- Draft speeches, presentations and other key communications in English and Spanish.
- Draft formal letters in Spanish for government and local actors
- Develop materials and ways of working to enhance the remote work environment
- Schedule key meetings with external actors

Research and data presentation

- **Research and produce high-level summaries on key topics as needed**
- Gather information and data from multiple sources to produce high-quality visual presentations, graphs and tables.

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

- Bachelor's level degree in a relevant field.
- A high level of written and spoken English and Spanish
- Proficiency with MS Office Suite of programs

EXPERIENCE AND SKILLS

- Outstanding time management and organization skills
- Ability to take initiative, set priorities, efficiently and effectively organize work and manage multiple tasks simultaneously
- Experience collaborating and gathering information from multiple sources to create materials, compose analytical briefs, and draft communications
- Excellent written and oral communication skills
- Strong interpersonal skills – must be inclusive, a bridge builder, and fun to work with
- Self-starter capable of working both independently and within teams
- Ability to thrive in and contribute to a fast-paced environment
- Desire to contribute ideas to inform the work of the Regional Office.

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.