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| **TITLE:** Membership & Organisational Development Manager - maternity cover |
| **TEAM/PROGRAMME:** Membership & Organisational Development (MOD) | **LOCATION: UK** or any existing Save the Children International Regional or Country office **Worldwide, (home-based)** |
| **GRADE**: C Mid-Senior level | **CONTRACT LENGTH:** 7-8 months  |
| **CHILD SAFEGUARDING:** Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.  |
| **ROLE PURPOSE:** This role serves across the different initiatives in the Membership and Organisational Development team, overseeing the processes and tools used, and providing management assistance to senior leaders. The key responsibilities of this role (detailed below) focus on managing member engagement and support (in particular, regarding member reporting to SCI) and delivering the Impact & Learning project around member-managed programmes and advocacy.  |
| **SCOPE OF ROLE:** **Reports to:** Membership & Organisational Development Director **Staff reporting to this post**: none**Budget Responsibilities:** none |
| **KEY AREAS OF ACCOUNTABILITY:** ***Impact & Learning from member-managed programmes & advocacy (50%)**** Lead on the implementation of this project, increasing visibility of members’ national programming impact and strengthening their connections with the wider movement.
* Manage relationships with all National Directors, ensuring they find support necessary to implement their local plans for children (i.e., connecting them with other member peers, with global teams, etc.)
* Ensuring members’ impact is visible across the movement by liaising with global goal, thematic and operational teams, engaging in the development of leadership agendas, and other stakeholder management activities.
* Managing relationship with regional programme directors (SCI Regional Offices and SC Europe Office) to ensure members’ programming is included and supported when needed.

***Membership development and engagement (50%)**** Lead on the development of a member engagement scheme, ensuring MOD team has access to all relevant data and has a structured process to follow when a member asks for support.
* Project manage the implementation of a proposal developed to support entities in the Movement in meeting essential commitments of membership.
* Project manage the implementation of a Movement-wide project to streamline data collection and sharing, exploring digital solutions.
* Support the implementation and continuous improvement of organisational changes related to membership or other SC business models/entities/structures as needed, including/for example the documenting and sharing of good practice, and the progression of associate members on pathway to membership.
* Support the development of a management information dashboard for leadership bodies, liaising with functional teams across the organisation to present necessary health and strategy metrics.
* Support members throughout the planning and reporting process of Total Reach, Strategic Milestones and Strategic Funding.
* Support the member forum and other engaging & networking initiatives across functions.
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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 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*** Educated to degree level or qualified by relevant professional experience.
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| **EXPERIENCE AND SKILLS**:**Essential:*** Good experience with data analytics and management information systems (Excel)
* Good project and change management skills (responsible for timeline & key milestones, as well as timely production and communication of deliverables by key project members), following through to ensure progress and deadlines
* Sound judgement and an ability to effectively prioritise multiple tasks in a constantly changing environment
* Ability to adopt a pro-active approach to problem solving working closely with both the senior colleagues as required and offering solutions as appropriate.
* Proven ability to work effectively at a senior and international level, gaining trust and confidence with stakeholders
* Excellent interpersonal skills, with the ability to influence others.
* Strong written and oral communication skills, fluent in English
* The ability to liaise and communicate effectively with a broad range of people at all levels, across different cultures and to act with credibility, discretion, tact and diplomacy.
* Thorough – takes pride in delivering high quality work and gives a high level of attention to detail.
* Self- motivated and ability to work autonomously
* Commitment to the mission, vision and values of Save the Children.

**Desirable*** Good knowledge of SharePoint
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role may be required to carry out additional duties appropriate to their level of skills and experience. |
| **Equal Opportunities** The role 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 is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Amalia Fellmann** | **Date: 13 April 2023** |
| **Updated By:**  | **Date:**  |
| **Evaluated:** | **Date:** |