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| TITLE: Humanitarian Leadership Academy (HLA) Manager | |
| TEAM/PROGRAMME: | LOCATION: Perú or Guatemala |
| GRADE: (please leave this blank) | CONTRACT LENGTH: Open Ended-Contract |
| <p>CHILD SAFEGUARDING: (select only one)</p> <p>Level 2: <u>either</u> the post holder will have access to personal data about children and/or young people as part of their work; <u>or</u> the post holder 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).</p> | |
| <p>ROLE PURPOSE: The purpose of this role is to drive forward the localisation capacity strengthening agenda both across the movement and as a critical stakeholder in the wider ecosystem in the respective region. This role will be accountable for project delivery under the humanitarian capacity building strategy carried out with the Humanitarian Leadership Academy (HLA). The role is multidisciplinary and will provide end-to-end support to the design and development, the management, and the delivery of learning solutions and services.</p> | |
| <p>SCOPE OF ROLE:</p> <p>Reports to: Regional Humanitarian Director Staff reporting to this post: None</p> <p>Budget Responsibilities: 250,000 per year Role Dimensions: The role will be pivotal in engaging with Stakeholders in both learning and Humanitarian sectors ensuring synergies and relevance of learning approaches</p> | |
| <p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Learning management</p> <ul style="list-style-type: none"> • Support setting the strategic direction of the regional capacity strengthening model and localisation agenda driven by Humanitarian Leadership Academy (HLA) strategy and in accordance with regional SC (Save The Children) priorities – this should include identifying the learning needs and opportunities across the region as well as identifying growth areas and ensuring coordination and complementarity of other capacity strengthening initiatives across the region with other stakeholders. • Work with relevant areas to identify, prioritise and implement capacity strengthening work to be supported by Humanitarian Leadership Academy (HLA). • Provide effective coordination of the different regional initiatives supported by HLA including a capacity building component to ensure different programs are aligned to the same strategic direction of the regional capacity strengthening model. • Contributing to inform strategic direction of humanitarian capacity building in LAC • Manage the process of conducting learning needs analysis, and the development of relevant and innovative learning products and services based on that analysis. <p>Program Management</p> <ul style="list-style-type: none"> • Manage the effective design, development, implementation and monitoring of learning projects or programmes such as, but not exclusive to, the preparedness and reactive learning programmes, ensuring quality. | |

- Responsible for project technical and financial commitment, budget oversight and ensure information management complies with SC and donor requirements.
- Ensure quality of processes carried out with HLA and donor funding.
- Responsible for donor reporting as needed.
- Contribute to supporting strong ways of working across the team.

Coordination

- Network with partners and other local actors
- Represent SC in external coordination forums to ensure adequate coordination with other stakeholders working on humanitarian capacity building (INGOs, UN Agencies, donors and other relevant organisations and platforms).

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

- A minimum of a university degree on humanitarian or any relevant field. Masters degree is a plus.
- Working knowledge of English and capacity to work in a bilingual environment is a must for the position.
- Formal trainings in project management and learning methodologies is desirable.

EXPERIENCE AND SKILLS

- Minimum of three years' experience managing humanitarian programs /projects. Preferred with experience in regional projects with strong capacity building components. Demonstrated knowledge of project management and donor compliance.
- Minimum of five years' experience in humanitarian organizations.

- Experience on the use of technologies for capacity building and comfortable on virtual training arrangements.
- Strong understanding of the regional context and dynamics, including field experience and good awareness of humanitarian issues.
- Strategic mind-set and approach with experience at working at different levels within an organisation.
- Strong partnership working and influencing skills, including experience of developing partnerships with Universities, external organisations and leading strategic workstreams.
- Excellent programme management and organisational skills gained through managing complex cross-organisational projects.
- A strong understanding of adult learning and work-place learning methodology
- Public speaking and training facilitation experience
- Capacity to work independently and be proactive.
- Experience in developing new capacity building programmes, including overseeing writing of content.
- A good understanding of monitoring and evaluating approaches and methodologies
- Experience of people development approaches and excellent facilitation and training skills
- Experience of managing teams and individuals, including recruitment and selection processes
- Budgeting, financial management skills gained through budget-holding responsibilities
- Experience in a humanitarian programme and broad understanding of humanitarian issues, international relations and the international humanitarian system
- Problem solving, negotiation and contracting skills.
- Ability to communicate ideas clearly and influence at a senior level.
- Coaching/mentoring skills
- Opportunistic – able to spot the potential to build capacity in an emergency context.
- Advocacy and networking skills
- Ability to travel internationally, occasionally at short notice and to remote and insecure locations.

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:

Date:

SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE



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| JD agreed by: | Date: |
| Updated By: | Date: |
| Evaluated: | Date: |