|  |
| --- |
| **TITLE:** Global Funding Framework Project Manager |
| **TEAM/PROGRAMME:** Resource Mobilisation, Comms & Engagement  | **LOCATION: UK** or any existing Save the Children International Regional or Country office **Worldwide.** |
| **GRADE**: C/3 Mid-Senior level | **CONTRACT LENGTH:** 12 months  |
| **CHILD SAFEGUARDING:**Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* 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). |
| **ROLE PURPOSE:** As part of the development of Save the Children’s 2022-24 Global Strategy, RMCE has delivered an ambitious project (the Global Funding Framework) to identify how we can resource our strategy. 2024 is a critical year that marks the close of this first iteration of the Global Funding Framework as well as a foundational year to prepare for the next iteration in 2025-2027. In 2024 RMCE will bring the organisation together to outline where we need to shift, focus and align together to resource our Global Strategy and drive the greatest possible impact for children. The Global Funding Framework in 2025-2027 aims to build and embed a sense of collective accountability and action towards shared goals, levers of change, and measures of success: a ‘whole movement effort’ leveraging our areas of strengths, value add and expertise.The role holder is responsible for the project management of the 2025 Global Funding Framework development. This includes:* Setting up and coordinating multiple work streams of activity to ensure Save the Children is able to clearly articulate our global funding and fundraising needs, drivers, goals, and multi-year priorities and strategic investments required
* Developing processes, products and tools to help ensure wider organisational commitment and buy-in to these agendas, facilitating integration where possible with multi-year planning pieces of work including the Global Strategy work, the Communications & Engagement work, and across fundraising and programme funding providing clarity regarding individual functions and teams responsibilities
* Working closely with the Head of Strategy and Business planning, team leads, and business stakeholders to lead the development of change and deployment deliverables for key SCA business stakeholders such as stakeholder analysis and key communication materials.

The role holder will also play a valuable role in enabling continuous planning and prioritization throughout the year while helping with regular and effective tracking and articulating/visualizing of progress achieved against the Global Funding Framework for key senior internal audiences. This will include helping standardize processes and communication tools and identify and leverage best practice, providing continuous improvement and learning opportunities for the wider department in close collaboration with the Head of Strategy and Business Planning and team leads.  |
| **SCOPE OF ROLE:** **Reports to:** Head of Strategy and Business Planning, RMCE**Staff reporting to this post:** No direct reports **Role Dimensions**: The role includes a mix of responsibilities including project management, opportunity/risk management, stakeholder management, facilitation and communications. |
| **KEY AREAS OF ACCOUNTABILITY :** Project/change management of the 2025-2027 Global Funding Framework planning and interdependency management:* Manage the development of the 2025-2027 Global Funding Framework, coordinating input from across multiple functions and teams.
* Establish and manage realistic project schedules taking into consideration business deadlines and dependencies.
* Monitor progress on the implementation of those plans, mapping and escalating opportunities and risks as needed to ensure that key deadlines are met.
* Coordinate input from critical functions and teams as required at various stages of the project.
* Identify stakeholders and in what way they will be impacted, help develop strong engagement plan.
* Ensure ongoing and proactive engagement with key stakeholders from across the Save the Children movement to understand their requirements and contributions.
* Identify key communications needs and work with colleagues to develop and support deployment of key communications products, messaging, impactful delivery, creating stories and compelling reasons to engage and act profiled to a variety of audiences.
* Constructively challenge; ensuring that the set up, requirements and design for implementation are user friendly.
* Help set up and facilitate meetings to ensure that decisions are made in a timely manner, gaining stakeholder buy-in for key decisions as needed.
* Manage transition to business as usual, clarify ongoing roles and responsibilities of different functions and individuals throughout from project to BAU.
* Identify and help manage interdependencies with other strategic initiatives across Save the Children and within RMCE.

Help collate and manage the RMCE/GFF annual planning and reporting work:* Help monitor progress on the implementation of the GFF and RMCE core priorities by working closely with the Head of Strategy and Business Planning to standardize continuous planning and prioritisation and reporting processes across the teams.
* Support the Head of Strategy and Business Planning and wider department with management of ad hoc projects and planning related tasks.
 |
| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self-accountable for making decisions, managing time efficiently, achieving and role modelling Save the Children values
* Holds team members and partners accountable to deliver on their input and responsibilities
* Challenges thinking respectfully working across a wide range of stakeholders to bring the best and most innovative solutions to the fore

**Ambition:*** Sets ambitious and challenging goals for themselves and their colleagues, takes responsibility for their own personal development and encourages their colleagues 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, stakeholders and business representatives
* Values and strives to encourage diversity and inclusion
* Approachable, active listener

**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** Educated to degree level / equivalent work experience |
| **EXPERIENCE AND SKILLS*** Experience of successfully managing projects and following through to ensure progress within agreed timeline, preferably in an international NGO environment
* Demonstrable experience and knowledge of programme and project practices and standards including standardised Project Management Methodologies (if possible, experience using Agile)
* Strong analytical skills, including a proven ability to analyse marketing and financial data and produce effective management information
* Strong ability to work with multiple stakeholders, including senior level executives
* Ability to adopt a pro-active approach to problem solving offering solutions as appropriate
* Excellent interpersonal skills, with the ability to mobilise and influence others
* Strong written and oral communication skills, including the ability to communicate and present to all levels of the organisation
* Ability to manage, to adapt, and to prioritise the workload across a number of different workstreams/ projects in a constantly changing environment
* 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
* An understanding of the Save the Children set up, governance, and strategy and knowledge of the sector wide environment/context (non essential)
* Experience in identifying and leveraging opportunities for alignment and integration working at both the strategic and operational level
* Ability and passion to work in a culturally diverse setting
* Self- motivated and ability to work autonomously
* Commitment to the mission, vision and values of Save the Children
 |
| **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:** Victoria Thornton | **Date:** 30th September 2022 |
| **JD agreed by:**  | **Date:**  |
| **Updated By:**  | **Date:** |
| **Evaluated:** | **Date:** |