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| **ROLE PROFILE: Sponsorship Program Advisor** | A black background with a black square  Description automatically generated with medium confidence |
| Position Title:  |  Sponsorship Program Advisor |
| Position ID: | NEW0000240; 485703845; 406673716 |

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| **Team** | Programme Delivery | **Grade** | P3 |
| **Reports To (Title)** | Head, Global Sponsorship Operations  | **Contract Length** | Until June 2025 |
| **Location** | Home-based  | **Time-zone** | Any  |
| **Languages** | English | **Headcount** | 3 |

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| **Team and Job Purpose** |
| **Team purpose**The Programme Delivery department drives the implementation of our strategy by ensuring that programme and advocacy delivery is done right first time – at scale, with impact and quality, on time, on budget and with compliance. We aim to strengthen and enable implementing offices’ ability to work in complex and hostile environments, be more locally-led, smarter in its sourcing, and with a smaller environmental footprint. The department leads comprehensively on the organisation's humanitarian and crisis response strategy, including prioritisation, programme quality, operational delivery and interagency collaboration and influencing.**Role purpose**The role holder will work cross-functionally with operations, program, and sponsorship office colleagues to ensure effective implementation and opportunities for improvement by evaluating the quality of Sponsorship funded programs; the use of Sponsorship funds; and the level of understanding & compliance with Sponsorship procedures. The role holder will monitor performance of sponsorship programme and ensure compliance with global standards, procedures, policies, practices and tools for all aspects of Sponsorship management. Additionally, the role holder will facilitate quality technical support is available to help Sponsorship Offices achieve quality programs and impact for children.   The role holder will be responsible for supporting operationalization of changes to the sponsorship model as needed in assigned portfolio of countries. This position will require occasional travel to Save the Children International London, country or regional offices to support sponsorship delivery.  |

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| **Principal Accountabilities** |
| **Ensure high quality Sponsorship programme management (60%)** * Work cross-functionally to ensure the effective implementation of Sponsorship programs and deliverables according to the project timeline in Sponsorship Offices and SCI systems (PMM, PRIME, ProSave and Projects on Track). This involves leading and/or providing strategic support for start-up, phase-over or exit of Sponsorship programming in a country.
* Analyse monthly, quarterly and annual reports and indicators to determine areas where there are performance issues and/or compliance concerns and best practices; work closely with sponsorship teams in developing action improvement steps for areas of concern.
* Ensure quality long-term plans are in place for all Sponsorship funded programs. Support countries to identify support for programming issues and escalating as needed.
* Use Sponsorship data-driven tools (e.g. risk matrix, Quality Framework) and resources provided at global level to ensure performance gaps are addressed and to ensure that Sponsorship Offices have a clear and consistent understanding of the minimum requirements for achieving quality in sponsorship.
* Respond to Child Information Management (CIM) team and Global Sponsorship Operations (GSO) concerns regarding Sponsor and Child Services, particularly in light of wind down of Sponsorship Fundraising, to ensure compliance with operational requirements and strategic planning regarding transfers, management of eligibilities, terminations and day-to-day operations are effective.
* Review annual updates and planning for completeness and risk mitigation per approved Sponsorship Exit Proposals and Plans.
* Review monthly sponsorship financial dashboard (provided by SCI Centre) to ensure effective and correct utilization of Sponsorship funding as well as adherence to policies such as: Program/Admin split, correct expense coding, burn rate, and sponsor & child services and CAM.
* Provide first-line business partnership for Sponsorship Offices regarding Sponsorship specific policies and procedures. Escalate to global stakeholders as needed.

**Effective Management of Risks & Sponsorship Reviews (20%)*** Ensure sponsorship offices adhere to Sponsorship and SCI/Member Safeguarding practices and policies.
* Monitor country office and member office compliance on risk assessments, breach of policies and sponsorship procedures. Review risks assessments of sponsorship awards with specific lens to child safeguarding and data privacy among other risks, particularly during and after exit of Sponsorship fundraising model and shut down of ASISt system.
* Complete quarterly correspondence review for respective portfolio of countries, using templates from the global Sponsorship team. Ensure spots checks for grooming and safeguarding risks continue to take place until complete exit of Sponsorship fundraising model.
* Engage country leadership in escalated emergencies and/or discussions regarding low performance and quality improvement plans. Engage global Sponsorship to agree course of action when major disruption to implementation plan is expected.
* Lead clear and succinct communications with all relevant stakeholders regarding any operational freeze or disruption, including Sponsorship Emergency Notifications.
* Lead in-country Sponsorship reviews, when applicable. Train Sponsorship review team members on conducting reviews, as needed.
* Ensure construction standards are met in annual plans.

**Oversight of Sponsorship Reporting Requirements (10%)*** Review Sponsorship reporting requirements for completeness and alignment with CSPs, safeguarding and fiscal standards.
* Review reports for TE requests to identify gaps in support​. Support SOs in filling planned requests.
* Review Sponsorship section of Quality Framework Self-Assessment for completeness and accuracy, and PART (Proposal & Award Risk Monitoring Tool).​
* Review Sponsorship program baselines and endlines for completeness before submission for technical review.
* Identify, prioritize and work with sponsorship office staff to improve financial, operational and programmatic issues based on results shared.
* Ensure Sponsorship is integrated into regional KM and learning processes (e.g. Learning Log, Learning Agendas)

**Change Management (10%)** * Oversee agreed changes in Sponsorship model related to global wind down of Sponsorship and ensure all countries, including pilot countries (following 10 year programme model) receive the support and guidance needed for a responsible exit.
* Lead tasks as assigned/needed to ensure a smooth transition of sponsorship model in light of Sponsorship wind-down and Fit For Future restructuring.
* Lead necessary revisions of procedures, tools, guidance and other applicable resources that allow for effective global management and support of the Sponsorship Global Portfolio.
* Provide knowledge management support at global level for sponsorship operations.
* Monitor successful implementation of approved Sponsorship Exit Plans and revise guidance for phase out process, based on lessons learned and feedback received.
* Participate in regular Sponsorship team meetings to reflect issues and learning from assigned portfolio and global trends.
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| **Budget** |
| S/he will monitor use of Sponsorship funds to implement quality programs through effective planning, budgeting and spending in their assigned portfolio of countries. This role is responsible for providing support during Sponsorship Budget forecast process and Annual Planning/Reporting.   |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: NoneManager of a team: NoTeam Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: YesPercentage of required for travel: 10%  |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)* IP Operations
* Social Transformation Programming Hub
* Finance
* Awards Management
* Transformation Delivery & IT
* IP Operations Data & Insights
* Resource Mobilisation, Communication & Engagement
* Global Assurance
* Construction
* Safeguarding and Ethical Programming & Advocacy

 **External** * Funding Members
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| **Competencies** |
| Cluster: Leading Competency: Leading and Inspiring Others Level: Leading Edge Behavioural Indicator: Creates and engages stakeholders in a shared vision and strategy that will deliver transformative sponsorship programs that address inequality and discrimination.  Competency: Delivering Results Level: Leading Edge Behavioural Indicator: Establishes and monitors performance metrics to drive operational efficiency and risk mitigation in sponsorship operations.  Cluster: Thinking Competency: Problem Solving and Decision Making Level: Leading Edge Behavioural Indicator: Provides a framework to support decision making across sponsorship functions, applying a child-centric risk-based approach.  Cluster: Engaging Competency: Working Effectively with Others Level: Leading Edge Behavioural Indicator: Builds strong collaborative networks across global sponsorship offices to enhance operational performance and accountability.  Competency: Communicating with Impact Level: Leading Edge Behavioural Indicator: Delivers influential advice and briefings to diverse audiences, promoting alignment and engagement in sponsorship initiatives.  |

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| **Experience and Skills** |
| **Essential*** Professional proficient verbal and written communication skills in English. Ability to explain complex issues to both staff and peers
* Willingness and ability to travel at least 10% of the time
* Excellent Microsoft Office skills with the ability to draw out complex data from various sources and create metrics to specify objectives and track progress versus key milestone
* Ability to manage a varied workload quickly and efficiently, and work effectively under pressure to organise and prioritise work for yourself and others to ensure deadlines are met
* An energetic, flexible and proactive approach with the ability to work both independently and cooperatively within a team setting
* Demonstrable commitment to equal opportunities and an awareness of what constitutes good practice

**Desirable*** Language skills, alongside English, particular in Spanish or French
* Ability to understand budget management and analyze financial reports
* Experience leading cross-functional, cross-departmental projects.  Experience with quality improvement tools and approaches desired.
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| **Education and Qualifications** |
| **Essential*** Minimum of a Bachelor Degree or equivalent experience, plus at least 5 years of experience in non-profit management or related field.

**Desirable*** Former experience implementing sponsorship-based models.
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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.SAFEGUARDING LEVEL 3The post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or 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.  |

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| **Diversity, Equity and Inclusion and Equal Opportunities**  |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.   We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.  Reasonable adjustments will be made should any candidate invited to interview require this.     |

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| **Version Control and Approval** |
| Version | Date | Author | Reviewer | Approver |
| 1 | 25 Nov 2024 | Jacqueline Munoz |  | Jasmine Jahromi |