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| **TITLE:** Children’s Participation Subject Matter Expert – Localisation Initiative | | |
| **TEAM/PROGRAMME:** SCI Centre TDIT | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.** | |
| **GRADE**: CTR C; Mid-Senior Level | **CONTRACT LENGTH:** Permanent | |
| **CHILD SAFEGUARDING:**  Level 3:  the 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. | | |
| **ROLE PURPOSE:**  To achieve our global breakthroughs for children by 2030, Save the Children has committed to significantly  changing the way we work. A core component of this change is shifting power to local and national actors.  Our Localisation ambition – ‘Local to Global for Impact’ - is an ambitious, multi-year, transformational journey  that will see us (and the wider sector) deliver more, better, and fairer impact through context-responsive,  locally-designed, locally-led and locally–owned programmes for children. We will achieve this by addressing  fundamental challenges in the way current aid is delivered to enable and facilitate local actors’ own access to  global resources for maximum impact – and we will overcome blockers within our own organisation that  currently prevents this from happening.  Save the Children’s Localisation Initiative team was formed to define our strategic approach to Localisation,  and to develop the high-level roadmap for its realisation. We are now entering the next phase of this  transformation – with the team being given a mandate to accelerate the pace at which we will be able to meet  our Localisation ambitions. The team consists of a small number of dedicated resources tasked with  overcoming several blockers to achieving our ambitions, working across Save the Children’s global movement.  The Children’s Participation SME - Localisation Initiative will sit within the Child Rights, Equlaity and Social Justice team. This role will also be a member of the Localisation Initiative team.  Children’s participation is **integral** to Save the Children’s vision, Theory of Change, Ambition for Children 2030 and the SC global strategy, including Shifting Power and partnering with children, Child Rights governance and the Policy, Advocacy and Campaiging across all contexts. Children's participation and their wider civil political rights are part of Save the Children’s rights-based approach – the right to be heard is a principle to be applied in each stage of programming, as rights holders children can assert and claim their rights from duty bearers who should be accountable to children and their rights.  As part of the global transformation agenda Save the Children will focus on accelerating the pace at which we will be able to meet our ambitions in relation to children's participation. The Subject Matter Expert will provide technical support in overcoming several blockers to achieving our ambitions, and identifying the options, functional implications and transformation activities needed to socialise children's participation, working across Save the Children’s global movement. The Subject Matter Expert will be guided by recommendations and key strategic responses coming out from a children's participation practice review to uplift and invest in systematic, sustainable, meaningful and ethical participation of children towards the realization of their civil and political rights.  Working closely with the Workstream Lead, the Subject Matter Expert on Children’s Participation will play a critical role to look at the cross-cutting aspects of key workstreams that relate to children's participation, define a functional workplan to support the ambitions in Funding, Compliance, Organisational Model and Culture, to ensure fit-for-purpose alignment with the end-to-end procedures, and systems. This role will identify opportunities for change in how we work and what we do, to realise our children's participation commitments.  Some level of international travel may be required. | | |
| **SCOPE OF ROLE:**  **Reports to:** Global Lead on children's participation  **Dotted line**: Participation and Capacity Workstream Lead  **Staff reporting to this post:** None  **Budget Responsibilities:** No direct budget responsibilities | | |
| **KEY AREAS OF ACCOUNTABILITY**  **Define, plan and implement the deliverables of the initiative, working with key workstream leads of the initiative, managing all interdependencies with the Child Rights, Equality, and Social Justice or CRESJ function**   * lead the inputs into the initiative, make recommendations on the way forward and drive the delivery of the initiative in this area, ensuring close collaboration with the rest of the functions, regional offices, implementing offices, members and global team   **Provide subject matter expertise and opinions to inform the Initiative, across all initiative deliverables:**   * Present information related to the full scope of children's participation within the organization. * Provide key examples for modelling proposed future solutions in people (roles and responsibilities), procedures, systems and data requirements, including guidance, tools, and templates * Review and provide input into the future requirements, design and deployment of other functions for alignment with children's participation, including data usage, management and reporting globally. Provide technical content for key initiative documentation, presentations and workshops (Programme Funding & Institutional Partnerships, Program Development and Quality, Program Operations, MEAL, Finance, IT and other interdependent functional areas). * Provide technical content for key initiative documentation, presentations and workshops in design, development and implementation including procedures, manuals, guidance, training documents and reporting functionality. * Identify business processes and systems in Awards Management impacted by the Initiative outputs. Update the business processes for the required changes, including any tools or templates associated with them * Work with Change & Deployment to assess the impact of the changes to business processes and any related tools or templates * Carry out testing of new processes, tools etc. with realistic, representative test data to ensure that they meet the needs of stakeholders at country, regional and Save the Children Alliance (SCA) level and are technically workable for systems and reports. * Provide content into material developed for training in revised processes, tools, etc.   **Responsible for the children's participation initiative deliverables. These include but are not limited to:**   * **General:**   + Fully understand the scope of both the Initiative overall and for Save the Children’s child participation portfolio as managed by CRESJ   + Manage and maintain a work plan of activity submitting to the Initiative Leadership and the Global Lead on Children’s Participation on a frequent basis   + Provide regular reporting on Children’s Participation Initiative deliverables, highlights, high level work plan, scope, risks and issues, and other deep dive topics as required for information, steer or decision   + Meet regularly with the Global/Centre change management team and CRESJ on initiative updates and key issues requiring discussion, steer, input or decision from CRESJ * **People – role profiles, competency frameworks, roles and responsibilities, capacity building**   + Ensure any future impact of Initiative deliverables on the role profile, competency frameworks, roles and responsibilities is properly understood, change impact assessed and validated for alignment with the functional vision, mission and responsibilities in the organization   + Ensuring that all change work considers the people impact, and deployment delivers on capacity building requirements for the function for the change itself, and to be managed effectively and sustainably in BAU, consistent with the capacity building approach of the function.   + Ensure effective engagement with the Global/Centre Management team and CRESJ on all capacity building initiatives and products affecting children's participation audiences   + Delivering accessible documentation consistent with the Quality Framework deliverables, in all relevant official organization languages, developed with the user experience and audience in mind. * **Systems and Data**    + Ensure a good base understanding by the Initiative of the role that CRESJ plays across the organization.   + Ensure CRESJ leadership is brought into the initiative in a timely manner and collaborate to ensure systems and data needs for the initiative are identified, planned, managed and resourced appropriately   **Change impact assessment, and change and deployment**   * + In collaboration with Change & Deployment (C&D), drive the change impact assessment for children's participation, liaising with relevant stakeholder groups to manage the change process through the function.   + Identify business procedures across relevant functions impacted by the Initiative(s).   + Work with Change & Deployment to assess the impact of the changes to the business procedures and any related tools or templates across relevant functions.   + Work with the relevant functions to capture the changes and ensure they are communicated to end users and managed in a timely manner in coordination with the change and deployment roll-out of the Initiative.   **Ensure understanding, management and communication of the Initiative impact with the global SCA function stakeholders, and initiative team(s).**   * Lead any working groups required for the Initiative, engaging senior stakeholders across SCA, with support from C&D as required. * Design and implement a stakeholder engagement plan, including partners, Implementing Offices, Regions, Members offices to gather feedback on proposals and ensure collaboration and buy-in (across international and domestic programming) * Deploy effective communication and influencing skills to work through the multiple and sometimes conflicting views of senior stakeholders, to reach a coherent, constructive and effective result for the organization as a whole * Proactively engage the CRESJ team to represent their view within final initiative design decisions across the awards and other work streams prior to relevant governance group sign off, other according to Initiative structure. * Ensure technical solutions are understood by non-technical stakeholders * Responsible for Partnering with relevant accountable stakeholders to ensure their agreement and alignment with the Initiative outputs.   **In all aspects of the role, be a proactive team member:**   * Fully understand the scope of the Initiative that the role is related to. * Collaborate with peer subject matter experts (SMEs) for input and feedback into technical solutions and business procedure changes. * Act as Initiative team representative in all non-initiative meetings and forums as required * Be an advocate and change agent for Initiative solutions. * Identify and escalate risks that could impact the success of the Initiative to the relevant Initiative team members and leadership. * Collaborate daily with Initiative Team members and proactively contribute to Initiative and Functional team meetings * Attend, contribute to and, where relevant for that Initiative, lead workshops representing needs of the awards management function and global International Programs | | |
| **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**  Educated to degree level in a relevant subject (e.g. international development, law, human rights, education, sociology etc.) or qualified by equivalent relevant professional experience. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Significant years of work experience in ethical, high quality, meaningful children's participation and wider children’s civil and political rights * Demonstrated experience in building child participation capacity in others with a track record of building in-country child participation skills * Demonstrated experience and knowledge of child rights and equality approaches, including a rights based approach * Experience and subject-matter expertise at a manager level role in the NGO sector, working with diverse groups in multiple locations * Demonstrated understanding and experience of initiative management within the contexts and priority thematic programming areas (child rights governance, child protection, health and nutrition, education and child poverty) of Save the Children. * Experience in solving complex issues through analysis, definition of a clear way forward, with a proven ability to forge consensus and buy in, and drive action * Excellent business partnering, communication and relationship building skills. Demonstrated ability to develop, influence and manage productive relationships with a diverse group of stakeholders, including across SCA member agencies and senior staff * A track record of delivering results in a complex organisation, with an ability to work under pressure and meet tight deadlines * Strong interpersonal, written and oral communication skills, with the ability to build credibility and internal networks quickly, to gain acceptance across country offices * High degree of cultural sensitivity and an appreciation of the varying levels of readiness and engagement across the organisational spectrum * Team player, with a full appreciation of the value of collaboration * Commitment to the mission, vision and values of Save the Children * Willingness to flex hours according to the locations of the initiative team   **Desirable**   * Experience of working across other areas of SC’s operations and/or functions * Experience of being involved in the implementation of a new/changed business processes and ways of working * Experience with Save the Children’s Theory of Change * Understanding of roles and responsibilities, processes, tools, reports and systems within Awards Management that could be impacted by the Initiative * Lived expertise through origins in the Global South | | |
| **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 created by:**  Henk van Beers and Vija Shunmoogum | | **Date: 9th February 2024** |
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| **Evaluated:** | | **Date:** |