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| **SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE** |  |
| Position Title:  | Talent and Learning Officer (maternity cover) |

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| **Team** | Talent and Learning (People department) | **Grade** | P1 |
| **Reports To**  | Director, Talent and Learning | **Contract Length** | 1 year maternity cover Start date: July 2025 |
| **Location [Physically based in]** | Any approved SCI office location worldwide | **Time-zone [the time-zone that the role holder must be available to work in]** | Any |
| **Language(s)** | English  | **Positions available** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**To develop and implement innovative talent and learning strategies that attract, select, and nurture diverse talent in alignment with the organisation’s strategic objectives, fostering a culture of continuous improvement and inclusivity while ensuring compliance with organisational policies and principles of equity. By overseeing global talent management, succession planning, performance management, and leadership development, the team ensures leadership continuity and organisational growth. Through evaluating the effectiveness of these programmes, the team drives continuous improvement, equipping all employees with the skills and knowledge necessary to contribute to an inclusive and supportive workplace. **Role purpose**To provide co-ordination and project management support to ensure that Global Talent and Learning support is accessible to SCI employees. The role holder will oversee the communication channels in which we provide information on Talent, Performance and Learning initiatives including managing the team inbox, designing and managing intranet pages, creating the L+D annual catalogue and communicating with learners on structured training programmes. In addition, the role holder will be responsible for the end-to-end co-ordination of learning initiatives including nomination process, invitations, facilitator scheduling, pre-work support, logistics (if face to face) and programme evaluations and reports.  |

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| **Principal Accountabilities** |
| **Learning and Development** **Co-ordination*** Responsible for the full cycle of administration for learning courses, including:
	+ Planning and publishing course schedule
	+ Logistical arrangements (external and internal room bookings, setting up rooms including virtual meetings and outlook calendar management, creating training materials and participant management etc.)
	+ Confirming facilitators and relevant guest speakers for the core courses, and owning the relationships with them
	+ Ensuring course information is available on intranet and learning management system (LMS)
	+ Setting up face-to-face / webinar sessions on the LMS  and Outlook calendar
	+ Processing invoices and ensuring that costs are cross charged out to learners, ensuring that programmes are managed on budget.
	+ Ensuring that all learning interventions have a learning evaluation and end of programme report to ensure ongoing quality and feedback.
	+ Create learning dashboard to provide overview of learning activities in SCI

**Learning and Development Communications*** Accountable for ensuring that L+D queries are responded to in a timely manner by triaging and ensuring the appropriate specialist can provide advice
* Create and manage engaging One Net Pages to ensure that employees can access information on Induction, performance management and learning and development resources.
* Co-ordinating with other functions to build annual Global Learning and Development Curriculum
* Co-ordinate and communicate with Communities of Practice to ensure engagement and just in time information sharing
* Oversee induction plan for Global Team employees

**Project Management and Team Support*** Build and oversee team annual work planner to ensure that Talent and Learning Team priorities are captured and regularly discussed
* Design project plans to support co-ordination of new learning initiatives
* Ensure that all Knowledge Sharing / File management is up to date and organised
* To support the training initiatives within other People functions as required (DEI, Wellbeing and Engagement)
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| **Budget** |
| none |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 0Manager of a team: noTeam Manager (manager of multiple teams): n/a |

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| **Size of Remit** |
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| **Travel Requirements** |
| International travel required: noPercentage of required for travel: n/a |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)* Employees and facilitators participating in programmes
* People Operations Team
* DEI Team
* Health, Wellbeing and Engagement Team
* Finance / Procurement
* HR Systems Team

**External*** Training Providers and Suppliers
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| **Experience and Skills** |
| **Essential**1. Excellent organisational and administration skills and the ability to plan and prioritise a high volume of varied work without close supervision
2. Self-motivated, proactive and flexible; able to make judgements as to when to take the initiative
3. High level of accuracy and attention to detail with numbers and written English
4. Advanced IT skills, including MS Excel, MS PowerPoint, MS Word, MS Outlook, MS Teams
5. Excellent technical problem-solving skills, taking the initiative to identify problems and find solutions
6. Excellent communication skills, able to convey complex information to a range of technical abilities (written and visually)
7. Customer service mindset, ensuring that employees and stakeholders receive information in a timely manner
8. Excellent time management skills, and the ability to anticipate future demands and plan time accordingly
9. Experience in supporting a team with competing demands and priorities
10. Ability to work in a team and autonomously
11. Professional manner and approach to work
12. Commitment to Save the Children’s Vision, Mission and Values

**Desirable*** Good understanding of employee development activities, practices and initiatives
* Experience of working in a Human Resources or Learning and Development environment
* Experience in administering L&D systems, such as an LMS (ideally Moodle or Totara),
* Experience in updating and maintaining intranet pages, preferably using SharePoint
* Experience of using in MS Teams functions, outlook calendar and virtual meeting management
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| **Education and Qualifications** |
| **N/A** |

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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 descriptors:****Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.*  |

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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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| **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.  |

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| **Version Control and Approval** |
| Version | Date | Author | Reviewer | Approver |
| 1 | 02/06/2025 | Camilla Cole | Suzy Malcolm | Camilla Cole |