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| **SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE** |  |
| Position Title:  | Officer, Transformation Portfolio Management |

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| **Team** | TDIT - PMO | **Grade** | P1 |
| **Reports To**  | Head, Transformation Portfolio Management  | **Contract Length** | 1-year Fixed term contract |
| **Location**  | Any existing SCI office location | **Time-zone** | Any |
| **Language(s)** | English | **Positions available** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**Save the Children is evolving its organisational structure in order to stay true to its mission, vision and values, whilst being able to withstand external pressures – be those geo-political demands; increasing stakeholder expectations; challenging funding environments; reduced access to funding; or declining trust in large INGOs. This is driven through our ambitious transformation agenda. Our focus is on championing the rights and interests of children worldwide, putting the most vulnerable children first and to do this we need to ensure we effectively connect with the children and families we support as well as the communities and partners we work. Over the past 8 years, Save the Children has undertaken significant transformation to ensure alignment in our delivery and efficiency in our processes which was critical following Save the Children International being established. The Transformation Portfolio Management team is responsible for defining and maintaining the standards for portfolio management within the organisation, across 60 Offices and 30 Member organisations. **Role purpose**This role will support a project or projects within our Transformation Delivery portfolio with general project coordination and administration. This will be a key role to support delivery of these critical initiatives and will have the opportunity to learn and develop across a range of different project types working with senior level staff from across Transformation Delivery and beyond. |

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| **Principal Accountabilities** |
| * 1. Pro-actively manage a variety of internal and external meetings on behalf of projects, including meetings at Senior Management level. Tasks include coordinating meeting invitations, room booking if required, taking minutes, publishing meeting materials on SharePoint and ensuring meeting actions and decisions are documented
	2. Manage logistics for meetings and workshops. Tasks include managing participant lists, sending invitations, venue booking, travel support for participants, e.g. visa invitation letters, material collation, liaison with suppliers, coordinating invoice payments and coordinating internal programme and project meetings
	3. Support with the design and production of internal communications materials related to Transformation Delivery projects. Tasks include proofreading key project reports and slide packs, drafting meeting materials and formatting documents to align with Save the Children’s branding
	4. Manage project document storage and online portals to ensure all content is well structured and up to date
	5. Managing access to SharePoint sites and Microsoft Teams
	6. Oversee the induction process for new joiners to the Project teams. Tasks include: setting up and running induction calls, procure equipment such as laptop and any other homeworking support
	7. Support to Project Leads and Project Managers. Tasks include: updating team action cards and support in ensuring actions are completed by the team within the agreed timeframe, extracting and updating progress reports and ensuring these are communicated to the team, support in project planning and ensuring deadlines are met
	8. Develop strong, positive relationships with all relevant stakeholders across the Transformation Delivery portfolio
	9. Support with project Finances by processing invoices, creating and managing Purchase Orders
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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): No |

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

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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)* PMO Team
* Project Leads and Senior Project Managers
* Transformation Project teams

**External*** PMO related Third Party Vendors
* Member Portfolio Management Team Members
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| **Competencies** |
| Cluster: LeadingCompetency: Leading and inspiring othersLevel: AccomplishedBehavioural Indicator: Recognises and celebrates the contribution and success of individuals and the team.Cluster: LeadingCompetency: Delivering resultsLevel: AccomplishedBehavioural Indicator: Maintains both a broad strategic perspective and an awareness of the detail of a situation.Cluster: ThinkingCompetency: Innovating and adaptingLevel: AccomplishedBehavioural Indicator: Anticipates change and adapts their (and their team’s) plans and priorities accordingly.Cluster: ThinkingCompetency: Problem solving and decision makingLevel: AccomplishedBehavioural Indicator: Uses data and evidence to drive decision making for quality improvement.Cluster: EngagingCompetency: NetworkingLevel: AccomplishedBehavioural Indicator: Builds strong relationships with a broad range of stakeholders.Cluster: EngagingCompetency: Communicating with impactLevel: AccomplishedBehavioural Indicator: Adapts communication style to maximise support and engagement. |

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| **Experience and Skills** |
| **Essential*** Previous experience in an office administration, Project Coordinator or similar role, preferably in an international environment
* Experience of planning and organising meetings and events, with a strong attention to detail
* Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and team collaboration tools (e.g. Mural)
* Strong planning/anticipation skills. Experience of planning and organising meetings and events, with attention to detail
* Sound judgement and an ability to effectively prioritise multiple tasks in a constantly changing environment
* Ability to adopt a pro-active approach and offer solutions as appropriate
* Strong written and oral communication skills, fluent in English, with an eye for detail
* 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 both within and without the organisation
* Ability to work to tight deadlines with strong attention to detail
* Maintain a calm disposition and positive outlook particularly when working under pressure

**Desirable*** Non-profit sector knowledge/experience (especially international development projects)
* Second language – French, Spanish or Arabic
* Self- motivated with ability to work autonomously
* Commitment to the mission, vision and values of Save the Children
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| **Education and Qualifications** |
| **Essential*** A degree or equivalent qualification in a related field such as Information Technology, Project Management, or Business Administration is desirable.

**Desirable*** External Project Management accreditation
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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.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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| **Version Control and Approval** |
| Version | Date | Author | Reviewer | Approver |
| V1.1 | 21 April 2025 | Amanda Nelson | Suzanne Vincent | Michael Koutstaal |