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| **SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE** | |  |
| Position Title: | Performance & Planning Manager  **Maternity Cover** |
| Position ID: | NEW0000413 |

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| **Team** | Operations (Funding & Communications) | **Grade** | P4 |
| **Reports To** | Global Head of Operations (Funding & Communications) | **Contract Length** | Maternity Cover: 12 months  (est. start date w/c 8 September) |
| **Location [Physically based in]** | Any existing SCI location | **Time-zone [the time-zone that the role holder must be available to work in]** | Central (GMT + / - 3) |
| **Language(s)** | Any | **Positions available** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  To ensure we prioritise, plan and engage the wider movement towards a shared funding and communications ambition, leading the development and integrated implementation of our global multi year agendas while providing the operational platform required for the global Funding & Communications department to deliver on its primary accountabilities. To secure organisational alignment and focus; facilitate transformational change; lead on governance and drive effective stakeholder management, lead performance management, optimise ways of working & enable high performing teams across the global funding and communications space.  We work with the wider department and beyond to ensure connection, prioritisation, collaboration and impact, by providing project and change management expertise and by empowering teams to work together effectively, achieve shared goals, and drive organisational success.​  **Role purpose**  In 2024 the Global Funding & Communications Department (previously known as RMCE) brought 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. Both the 2025-2027 Global Funding Framework and the Global Engagement Framework aim 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 critical to the delivery of said multi year strategic agendas, responsible for:  • Setting up and coordinating multiple work streams of activity to ensure we are able to clearly articulate and plan against our global funding, fundraising, and communications (inclusive of media and engagement) needs, drivers, goals, priorities and strategic investments required.  • Developing processes, products and engagement opportunities to help ensure wider organisational commitment and buy-in to these agendas, with a primary focus on ensuring effective governance while strengthening integration across functions and teams through shared planning and performance.  • Driving continuous planning and prioritisation throughout the year while helping with regular and effective performance monitoring and tracking, articulation and visualisation of progress achieved for key senior internal audiences. This includes helping standardise processes, systems, and stakeholder engagement tools as well as identify and leverage best practice, providing continuous improvement and learning opportunities for the wider department in close collaboration with the Global Head of Operations and wider department / global teams’ key planning focal points. |

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| **Principal Accountabilities** |
| The role includes a mix of responsibilities across planning and performance management spanning a skill set of project management, opportunity/risk management, governance management, continuous learning facilitation and senior stakeholder engagement.   * Project manage the development and delivery of multiyear frameworks. This will include annual planning work and driving the execution of select projects, taking ownership of key modules of work, proactively developing own work plan and analysis and delivering high quality outputs. * Set up and manage planning and performance systems, process and tools, helping facilitate effective prioritisation, integration and collaboration across the department while setting up clear objectives and measurables KPIs for the department and wider movement frameworks. * Lead on departmental reporting and performance monitoring, helping tell the story of progress against our collective strategic agendas and galvanise efforts and action incl. mapping, managing and streamlining senior stakeholder comms and feedback loops. * Provide effective stakeholder management and facilitation for select senior governance bodies. Act as the main focal point and liaison for planning roles in other global teams, ensuring effective input and streamlined efforts into the Global Strategy-led and cross-functional processes. * Provide project / change management capacity to drive and support priority events or projects where needed. Support team specific planning work where required. * Lead on learning and continuous improvement projects (eg After Action Reviews) where needed and line with priority initiatives. * Help build our department culture and upskill the department in project management in tandem with other Operations colleagues. |

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| **Budget** |
| No |

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

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

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| **Travel Requirements** |
| International travel required: TBD  Percentage of required for travel: TBD |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Department (ESMT, wider planning focal points) * Global Functions (Finance BP, HR BP, Strategy manager, Enabler focal points) * Governance (engagement with key senior governance bodies eg Fundraising and Funding Leadership)   **External**   * n/a (consultancies where required) |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Leading Edge  Behavioural Indicator: Creates and engages others in a shared vision and strategy that will deliver more for children.  Cluster: Leading  Competency: Developing self and others  Level: Accomplished  Behavioural Indicator: Gives regular positive and constructive feedback to others.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution.  Cluster: Thinking  Competency: Innovating and adapting  Level: Accomplished  Behavioural Indicator: Builds others’ confidence in their own ability to develop new ideas and embrace change.  Cluster: Engaging  Competency: Working effectively with others  Level: Accomplished  Behavioural Indicator: Breaks down silo working and challenges behaviours that are not collaborative.  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Promotes dialogue with key stakeholders through active listening and effective questioning. |

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| **Experience and Skills** |
| **Essential**   1. Experience of successfully managing projects and following through to ensure progress within agreed timeline and with space to innovate, preferably in an international NGO environment. Strong skills in initiating, planning, executing, monitoring, and closing projects. Highly organised and proactive. Ability to handle and implement change processes in a structured manner. 2. Demonstrable experience in both effective planning and reporting practices and processes. 3. Demonstrable experience of building and maintaining effective relationships including a focus on facilitating senior stakeholder engagement and management. Adept at managing relationships with stakeholders at all levels, including senior stakeholders. Exceptional verbal and written communication skills (in English at minima) to effectively convey information and ideas. 4. Experience in identifying and leveraging opportunities for effeciency, alignment and integration, working at both the strategic and operational level. Ability to inspire, influence, and support diverse teams. Strong analytical and problem-solving abilities. 5. Expertise in identifying, assessing, and managing risks and opportunities relevant to project delivery. 6. Proven ability to facilitate meetings, workshops, and team-building activities efficiently.   **Desirable**   1. An understanding of the Save the Children set up, governance, and strategy as well as knowledge of the sector wide environment/context 2. A demonstrated understanding of working within diverse communities and applying culturally competent practices. 3. Experience and ability to use innovating project and change management tools incl. visualisation techniques and remote collaboration platforms 4. Proficiency in other Save the Children languages would be an asset |

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| **Education and Qualifications** |
| **Essential**  Educated to degree level / equivalent work experience  **Desirable**  Professional Certifications: Relevant certifications in Project Management (PMI, PRINCE2, Agile) are highly desirable.  Training: Completed training in Diversity, Equity, and Inclusion (DEI) or related fields. |

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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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| **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 |
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