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| **ROLE PROFILE: Specialist, Wellbeing and Engagement** | |  |
| Position Title: | Specialist, Wellbeing and Engagement |
| Position ID: | NEW0000648 |

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| **Team** | Health & Wellbeing | **Grade** | P3 |
| **Reports To (Title)** | Global Head of Health & Wellbeing | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | Any | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  The Health and Wellbeing Team exists to ensure the health, safety, and wellbeing of Save the Children’s global workforce across all operational contexts. By leading the development and implementation of evidence-based strategies, policies, and procedures, the team champions diversity, equity, inclusion, and wellbeing to create an engaged, thriving, and resilient workforce. This team fosters a culture where every individual feels valued, respected, and empowered, while ensuring alignment with organisational goals, ethical standards, and international compliance requirements. Key focus areas include travel health, insurance frameworks, safeguarding, mental health initiatives, and medevac protocols. Through collaboration with key stakeholders, such as Safeguarding, Insurance, GSS, P&O, and the One Humanitarian Team, the team ensures globally aligned and integrated approaches to health, safety, and wellbeing. These efforts are designed to promote physical, mental, and emotional health across all staff, fostering a safe and supportive work environment that empowers employees to thrive and perform effectively, even in the most challenging settings. By aligning with international standards and organisational objectives, the Health and Wellbeing Team plays a vital role in enabling staff to deliver on Save the Children’s mission to ensure every child’s right to survival, protection, development, and participation.  **Role purpose**  The Wellbeing and Engagement Specialist is responsible for implementing and monitoring initiatives that enhance the health, wellbeing, and engagement of Save the Children’s global workforce. This role ensures that staff wellbeing is prioritised and integrated into organisational practices, enabling employees to thrive and perform at their best. Working collaboratively with internal stakeholders and partners, the Specialist focuses on addressing key areas such as mental health, resilience, engagement, and inclusivity. They play a pivotal role in evaluating the effectiveness of wellbeing strategies and fostering a workplace culture that supports physical, emotional, and mental health. |

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| **Principal Accountabilities** |
| * **Design and Implement Holistic Wellbeing Strategies:** Develop and execute comprehensive wellbeing strategies that address the physical, mental, and emotional health of staff working in diverse and often high-stress humanitarian contexts. Ensure these strategies are adaptable to various operational settings, from office environments to remote field locations. * **Deliver Training and Capacity Building:**   Design and deliver tailored training sessions on wellbeing practices that reflect the realities of humanitarian work. Incorporate strategies for stress management, trauma awareness, resilience-building, and self-care, ensuring all materials promote inclusivity and cultural competency.   * **Advocate for Context-Specific Health and Wellbeing Policies:** Work to identify and address systemic and operational barriers that impede staff wellbeing in humanitarian settings, such as lack of access to health services or high levels of occupational stress. Advocate for policies that provide equitable support to field-based staff in challenging environments. * **Develop and Drive Engagement Initiatives in Humanitarian Operations:** Create engagement initiatives that account for the unique challenges of remote, high-pressure, and crisis-driven work environments. Develop solutions that foster inclusivity and collaboration among staff working across multiple time zones, cultures, and operational contexts. * **Provide Contextualised Crisis Support:** Collaborate with safeguarding and security teams to implement targeted support for staff experiencing or responding to crises. This includes immediate mental health support, peer support programmes, and post-crisis debriefing sessions to address trauma and burnout risks. * **Foster Stakeholder Relationships in Humanitarian Settings:** Build strong partnerships with internal teams, such as Safeguarding, Insurance, GSS, and the One Humanitarian Team, as well as external providers, to ensure wellbeing strategies are responsive to the demands of humanitarian operations. Address staff health and wellbeing needs in high-risk environments, including evacuation planning and emergency health procedures. * **Project Manage Engagement Measurement in Complex Contexts:** Lead efforts to assess and enhance employee engagement in challenging settings, such as conflict zones or disaster-affected areas. Design methods to gather meaningful feedback while ensuring the anonymity and safety of staff. Use insights to develop actionable, context-appropriate improvements. * **Monitor, Evaluate, and Report Impact:** Establish tailored metrics and evaluation frameworks to assess the effectiveness of wellbeing and engagement initiatives in humanitarian contexts. Provide regular updates to senior leadership, ensuring that insights inform strategic planning and operational improvements. * **Champion Diversity, Equity, and Inclusion:** Embed the principles of diversity, equity, and inclusion in all engagement and wellbeing activities. Design initiatives that address the unique challenges faced by staff from diverse backgrounds, ensuring equitable access to support and resources across global operations. * **Collaborate to Build a Supportive Humanitarian Work Environment:** Partner with internal teams and external organisations to cultivate a workplace culture that values, respects, and celebrates individual differences. Support the development of tools and resources that enable staff in high-risk and remote locations to feel connected and supported. * **Drive Continuous Improvement:** Stay informed of emerging trends, innovations, and best practices in employee wellbeing and engagement, particularly those relevant to humanitarian contexts. Incorporate these insights into strategies to enhance organisational impact and resilience. |

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| **Budget** |
| N/A |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of People Managed in Total: N/A  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: Yes  Percentage of required for travel: Up to 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Staff networks, P&O Leadership Team, Global Team, Internal Communications, Safeguarding, Insurance, DEI, Safety and Security   **External**   * n/a |

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| **Competencies** |
| **Cluster: Leading** **Competency: Developing Self and Others** **Behavioural Indicator:** Cultivates and sustains a learning culture that prioritises professional growth and capacity-building, empowering staff to enhance their skills and achieve organisational goals.  **Competency: Leading and Inspiring Others** **Behavioural Indicator:** Inspires and engages teams around a shared vision and strategy, fostering commitment and enthusiasm to deliver transformative outcomes for children.  **Cluster: Thinking** **Competency: Innovating and Adapting** **Behavioural Indicator:** Champions innovation by driving breakthrough ideas and creative solutions to overcome challenges and achieve better outcomes for children and staff wellbeing.  **Competency: Problem Solving and Decision Making** **Behavioural Indicator:** Anticipates and addresses root causes of complex, systemic challenges, delivering sustainable, long-term solutions that strengthen organisational impact.  **Cluster: Engaging** **Competency: Communicating with Impact** **Behavioural Indicator:** Delivers compelling and influential messages, briefings, and advice to internal and external audiences, mobilising support and driving action to advance the organisation’s mission.  **Competency: Working Effectively with Others** **Behavioural Indicator:** Builds inclusive and collaborative environments that celebrate diversity, actively address discrimination, and enable all individuals to contribute their best. |

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| **Experience and Skills** |
| **Essential**   1. Proven expertise in managing global initiatives for strategic improvement 2. Proven ability to design and implement holistic wellbeing and engagement programmes that address psychological, emotional, and physical health while fostering inclusivity and creating meaningful opportunities for staff. 3. Strong skills in analysing and leveraging data to inform and enhance engagement and wellbeing strategies, ensuring alignment with organisational goals. Demonstrated ability to use insights to drive continuous improvement. 4. Proficient in developing and delivering impactful training and educational programmes on wellbeing and engagement, tailored to diverse audiences. 5. Exceptional written and verbal communication skills with the ability to articulate complex concepts clearly and effectively to internal and external stakeholders. Demonstrated strength in building and maintaining relationships. 6. Capable of planning, executing, and overseeing engagement and wellbeing initiatives, such as employee surveys, ensuring delivery within set timelines and budgets. 7. Extensive experience working with and demonstrating respect for diverse cultural perspectives, with the ability to incorporate these into engagement and wellbeing activities. 8. Strong problem-solving skills with the ability to develop innovative solutions that enhance employee engagement and wellbeing initiatives. 9. High level of integrity and accountability, with a commitment to upholding organisational values of honesty, transparency, and ethical conduct. 10. Proficiency in managing multiple projects simultaneously while maintaining efficiency and ensuring timely delivery of objectives.  DesirableExperience in either wellbeing or engagement, or ideally both, with a demonstrated understanding of their role in fostering a supportive and thriving workforce in humanitarian context. |

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| **Education and Qualifications** |
| Essential  * A master's or equivalent professional qualification in a relevant field such as Psychology, Public Health, International Development, or a related discipline. * Practical experience in developing and implementing wellbeing, mental health, or employee engagement initiatives, ideally within a global or humanitarian context. * Demonstrated knowledge of diversity, equity, and inclusion principles, particularly in culturally diverse and high-stress environments.  Desirable  * Formal training or certification in wellbeing, mental health, or related areas (e.g., Mental Health First Aid, Trauma-Informed Care, or Stress Management). * Qualifications or experience in humanitarian aid or crisis response, with an understanding of the challenges faced by staff in conflict or disaster settings. * Experience or certification in project management, data analysis, or organisational change to support strategic planning and implementation of wellbeing initiatives. * Familiarity with international health and safety standards, travel health protocols, or safeguarding frameworks within the humanitarian sector. |

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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 |
| 1 |  | Laura Jones |  |  |