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| **TITLE:**  **Deputy Team Leader Programmes** | | |
| **TEAM/PROGRAMME: GHSP** | **LOCATION: TBC** | |
| **GRADE**: **TBC** | **CONTRACT LENGTH: TBC** | |
| **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:**  As part of our humanitarian ambition and 2030 global strategy, Save the Children is developing and implementing a new Surge Capacity Model to further improve the efficient deployment of high quality surge staff to support the delivery of our Humanitarian Responses directly and in collaboration with SCI partners. The model will be a stimulus for other areas of the organisation, demonstrating more collaborative and cost effective ways of working to drive resources closer to children and honour our commitments to sector wide developments including the Grand Bargain and Core Humanitarian Standard.  People surge is a vital component of our humanitarian responses, providing a much-needed expertise and capacity which can be called upon when it is needed most, helping to ensure high quality and timely humanitarian responses and ultimately saving the lives of children and their families. The postholder will provide dedicated surge support for all categories of humanitarian response efforts, interim cover for critical roles and capacity building to country and regional office staff and SCI partners within humanitarian contexts around the globe. When not on deployment the postholder will undertake work at the base location agreed with their subject matter line manager and deployment manager and contribute to the further development of the surge capacity model.  This role will be responsible and accountable for the provision of Deputy Team Leadership (Programmes) within the Global Humanitarian Surge Platform,  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to: Team Leader**  **Staff reporting to this post: Multiple depending on response**  **Direct: TBC**  **Indirect: TBC**  **Budget Responsibilities: £5-10milliion depending on response**  **Role Dimensions**: The Deputy Team Leader - Programmes will generally be deployed to the field as the programmes lead in a medium or large-scale complex emergency, supporting the overall response Team Leader.  The post-holder will ensure that humanitarian programmes delivered are to the appropriate scale, scope, quality and accountability expected of Save the Children, and incorporate a child focused lens.  They may also take on the role of response Team Leader in small or medium scale emergencies responsible for all aspects of the emergency response. They may also fill a senior management role, such as Director of Programme Quality and Development in a chronic humanitarian country programme, or to carry out short-term assessment, programme design, capacity analysis or monitoring & evaluation activities.  In most circumstances, the postholder will be expected to mentor and/or capacity-build both international and national staff colleagues.  The Deputy Team Leader - Programmes will also be expected to play a role in global level technical working groups, working closely with HO technical advisers on organisational strategy, capacity building, policy and advocacy initiatives. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  ***General Management***   * As a member of a response Senior Management Team, play a leadership role in the overall management of SC emergency responses. * As a member of the response Senior Management Team, demonstrate the behaviours that are consistent with Save the Children’s Mission, Vision and Values and ensure their broader application by staff across the response; * As a member of the response senior management team, ensure a conducive and productive work environment; implement Country Office workplace & diversity agenda for staff in the response; * Contribute to the wider country programme agenda; * Access global policies, procedures and technical resources which will support the country office technically or operationally; * Carry out the responsibilities of the role in a way which reflects Save the Children’s commitment to safeguarding children, in accordance with our Code of Conduct and Child Safeguarding Policy.   ***Programme Strategy and Development (typically will be for large/complex emergencies working with limited support):***   * Take overall leadership on assessments, ensuring assessment findings are documented and that all assessments include a specific analysis of children’s needs. * Take overall leadership on designing multi-sector response and recovery strategies, programme plans including sectoral log frames and programme master budgets, ensuring the highest technical expertise is represented in the same, and ensuring linkages with existing programmes and strategies. * Takes overall leadership in prioritising response sectors or funding where this is limited, in line with SCI Global Humanitarian Strategy, ensuring maximum integration between sectors where relevant and possible. * Take overall leadership on response fundraising, ensuring the development of high quality concept notes and proposals linked to the response strategy, and engage effectively with donors’ humanitarian advisers. * Take overall leadership on ensuring technical staffing needs (both national and international) for emergency programmes are met. * Carry out short advisory visits to country programmes in order to design new programmes, develop proposals or review/monitor/evaluate ongoing programmes.   ***Programme Quality***   * Take overall leadership on beneficiary accountability, ensuring consistent two-way communication, a robust complaints and response mechanism linked to child safeguarding, and that feedback is incorporated into programme design and learning disseminated to the wider sector. * Ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter and Red Cross Code of Conduct. * Coordinate with SC members and SC Technical Working Groups to ensure that technical backstopping support is in place. * Take the initiative in documenting lessons learnt, best practice and case studies to shape in-country strategies and programme approaches, and contribute to broader sector learning. * Pursue relevant and strategic operational research and the development of evidence based programming, in line with the national MEAL framework. * Lead on organisational level programme policy, innovation, learning or representation initiatives in consultation with SC Member advisory teams   ***Human Resources and Capacity Building:***   * Line manage staff consistent with HR policies in the country office; * Oversee and support the delivery of capacity building plans to develop the requisite technical competencies in programme staff. * Coach and mentor Technical Advisers and national level counterparts and link in to wider organisational talent development mechanisms.   ***Representation, Advocacy &: Coordination:***   * Ensure strong leadership of the education cluster, in line with global commitments as the cluster lead. Where strategic, necessary and relevant, and where capacity exists, support the child protection and community engagement working groups, and health and nutrition clusters with technical and coordination support. This may involve fundraising as well as line management of cluster coordinators. * Help shape broader sector strategies at the interagency level through influence of and leadership within inter-agency coordination forums, ensuring that SC is “the voice of children” and that the specific needs of children are being addressed within the humanitarian response. This may involve representing Save the Children within Humanitarian Country Team fora. * The post holder may directly oversee advocacy and media/communications on some deployments; in this case they must oversee the implementation of relevant child safeguarding, media and comms, and advocacy policies. * Pro-actively identify advocacy opportunities, case studies and research opportunities which link with wider organisational strategic objectives, and turn these into action. * Play a leadership role in shaping communications and media priorities in line with programme priorities, acting as a spokesperson when required. | | |
| **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**  Education to MSc/MA/MEng level in a relevant subject or equivalent field experience  **Desirable:** Language skills in French, Spanish, and/or Arabic | | |
| **EXPERIENCE**  **Essential**   * Extensive experience of working within a senior management role within a complex country programme in an emergency response or fragile state * Previous experience of managing programme teams in large-scale first phase emergency response is essential * Previous experience of managing a large multi-sector, multi-national team * Previous experience of programme management across multiple locations * Experience of managing multi-donor, multi-site programmes (including ECHO, DFID and OFDA) of GBP 5 – 10m, preferably in insecure contexts * Commitment to, thorough understanding of, and able to train staff in participation and accountability approaches * Demonstrated ability to set up monitoring & evaluation systems in large complex programmes. * Demonstrated ability to set up learning and development processes for a large team * Proven ability of mentoring and coaching * Experience of senior level representation * Experience of developing and negotiating successful partnerships with institutional donors * Ability to write clear and well-argued assessment and project reports * Excellent written and oral communication skills * Proven ability to influence change at an operational and strategic level * Politically and culturally sensitive with qualities of patience, tact and diplomacy * A high level of written and spoken English * The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances. * Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support   **Desirable**   * Experience or knowledge of working and living in relevant regions/contexts * Security management experience across a large programme * Specific experience of designing and managing consortia projects * Media experience | | |
| **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 commensurate with their skills and experience.  The postholder will be available to deploy to all phases of a humanitarian response within 72 hours for between 2 – 16 weeks,  Within a 12 month period, 50% - 70% of time will be spent on deployment (approx. 6 – 8 months of the year excluding annual leave) . While 30 % - 50% of time will be spent undertaking work at the base location (approx. 2 – 4 months excluding annual leave).  The post holder is required to work outside normal working hours in the event of a large scale emergency. | | |
| **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. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |