



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of **DIRECTOR OF INTERNATIONAL PROGRAMMES AND ADVOCACY**

with **Save the Children HONG KONG**

October 2020

WHO WE ARE

Save the Children is the world's leading independent organisation for children. We believe every child deserves a future. In Hong Kong and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share.

Building on our 100 years' experience of bringing communities, civil society, governments, businesses and donors together, Save the Children ensures children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children Hong Kong is part of the Save the Children global movement, which is made up of 29 member organisations, operating in around 120 countries.

Are you passionate about helping children in Hong Kong and around the world? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

DIRECTOR OF INTERNATIONAL PROGRAMMES AND ADVOCACY

ROLE PURPOSE:

The Director of International Programmes and Advocacy is responsible for developing and implementing an overarching strategy for all international programmes supported by Save the Children Hong Kong (SCHK), as well as local and international advocacy initiatives. S/He is responsible for leading the international programmes, technical experts and advocacy teams, to ensure that the impact of our supported programs is maximised. S/He will work closely with colleagues in other Save the Children offices around the world, and will contribute to strategic discussions for the broader Save the Children movement, particularly in relation to international development and humanitarian programming issues. This senior role is part of SCHK's Senior Management Team. S/He will need to work closely with other departments to help SCHK evolve its strategies and achieve its organisational objectives.

Reports to: CEO

KEY AREAS OF ACCOUNTABILITY:

1. Leadership

- Lead the development of SCHK's international programmes priorities and strategies;
- Lead engagement and discussions with the Programme and Advocacy Committee of the Board, and support Board meeting discussions on the direction and implementation of international programmes and advocacy;
- As part of the Senior Management Team, contribute to the continued evolution of organisational strategy, policies and processes, and co-steer cross-functional initiatives.

2. Programme management

- Ensure effective allocation of funding to achieve programme objectives and maximise impact for the most deprived and marginalised children in alignment with Save the Children's vision and mission;
- Lead international programmes team and provide overall award management oversight, ensuring timely project implementation and reporting and cost-effective programme financial management;
- Drive high quality and impactful programmes through monitoring, evaluation, accountability and learning support as well as through provision of child protection technical expertise for both domestic and international programmes;
- Ensure strategic investment of SCHK funds to align with regionally and globally prioritised humanitarian needs, responses and capacities;
- Support domestic programmes by ensuring sharing of global practices and approaches between international and domestic programmes teams.
- Contribute to SCHK's financial budget process and ensure all information is prepared on time and with accuracy.

3. Advocacy

- Oversee SCHK's advocacy efforts to achieve our organisational goals for children and establish SCHK as a respected voice in the area of child rights;

- Work with global colleagues, leverage best practices and global relationships to develop strong local advocacy capabilities and plans;
- Build and lead a team to successful execution on the advocacy plans;
- Provide advice as part of the Senior Management Team on critical issues while balancing advocacy objectives and SCHK's reputational management.

4. Representation and stakeholder management

- Develop and maintain strong relationships with regional and global colleagues to work together towards shared priorities and goals;
- Represent SCHK with key stakeholders in the Save the Children global and regional forums to contribute to global directions;
- Support the organisation's fundraising and brand awareness goals by working closely with the Partnerships and Philanthropy, as well as Marketing and Communication teams, providing them with information on programmes that supports brand building and promotes on-going donor engagement.

5. Team development and management

- Build a high performance culture within the team, effectively balancing the need for both innovation and discipline;
- Ensure that all team members have professional development plans and contribute to strong employee engagement.

BEHAVIOURS (our 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 others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

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

QUALIFICATIONS

- At least a Bachelor's degree in a relevant field. Ideally, a master or higher qualification in international development, international relations, economics or management;
- Minimum of 10-15 years of relevant work experience;
- Team management experience of at least 5 years

SKILLS AND EXPERIENCE

- Highly developed relationship building, influencing, negotiating & interpersonal skills, with the ability to liaise with key stakeholders on development and humanitarian issues affecting children;
- Deep understanding of development and humanitarian issues; knowledge of child-focused programmes (education, protection, health) is strongly preferred;
- Ability to analyse strategic trends and develop appropriate plans and responses;
- Experience working internationally with demonstrated awareness of country political, socio-economic and cultural contexts, ideally with extensive senior field management experience in development or an emergency context;
- Significant previous work experience in NGOs and/or bilateral or multilateral agencies;
- Self-motivated and results oriented; excellent organisational, analytical and team management skills;
- A confident, concise and assertive communicator with excellent language skills in English, both written and spoken;
- Comfortable with operating in a multi-tasking and fast-changing environment;
- Proven ability to work confidently and competently at the Board level;
- Commitment to Save the Children's values

COMPETENCY FRAMEWORK**Leading:**

- Leading and inspiring others
- Delivering results
- Developing self and others

Thinking:

- Problem solving and decision making
- Innovating and Adapting
- Applying technical and professional expertise

Engaging:

- Working effectively with others
- Communicating with impact
- Networking

APPOINTMENT TERMS

This position is on a Full Time basis.

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your current & expect salary and date of availability to hkcareers@savethechildren.org, **before end of day Friday 20 November 2020**.

Personal data collected will be used for recruitment purpose only.