



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of PROJECT CONSULTANT (2-3 months contract)

With Save the Children HONG KONG

Dec 2020

WHO WE ARE

Save the Children is the world's leading independent organization 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 30 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!

Project Consultant

SCOPE OF ROLE

The purpose of this consultancy is to review the instruction material and session plans used in the delivery of the H2H parent-child programme and provide recommendations and new or revised instruction material that will improve the service delivery including improving participants' knowledge uptake, ultimately resulting in greater impact for children and parents.

Reports to: Domestic Programme Manager

KEY AREAS OF ACCOUNTABILITY:

In an effort to continuously improve our programme and impact for children, we are seeking a consultant to provide the following services:

Positive parenting group for parents:

1. Session Plans and Activities
 - Review Positive Parenting Group (PPG) session plans and activities, draft revisions to enhance knowledge retention
 - Develop activities and materials to support parenting skills development
 - Adapt teaching tools for parents of children in different age ranges (under 5, 6 to 9, 10 to 13, 14 to 17)
 - Recommend activities or options for parent's continuous engagement beyond the group sessions

Self-protection group for children:

1. Session Plans and Activities
 - Review Children Group (CG) session plans and activities, propose and draft revisions for possible and feasible adjustments to enhance knowledge retention
 - In collaboration and discussion with the core team, create new activities and any materials required
2. CG teaching materials
 - Review teaching materials for CG and make recommendations to enhance learning, based on learning development stages
 - Adapt teaching tools/material for children in 3 age ranges (5 to 9, 10 to 13, 14 to 17)
 - Suggest learning tools for children's continuous exploration after the session, such as logbook or online materials
3. Moral, Civic and National Education (MCNE) curriculum
 - Provide an adaption of the CG instruction material and session plans that aligns with MCNE requirements
 - Review the MCNE and develop the adaptation and implementation plan
 - Analysis of other service providers, provide recommendations on positioning MCNE adaptation to schools for uptake
4. Classroom management and quality reinforcement

- Provide workshops and build staff's capacity on classroom management
- Observe staff's facilitation skills during sessions and provide constructive feedback

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

- Teacher or education expert;
- Master's in education, educational psychology, or related social science discipline with 5 years of relevant experience. A bachelor's degree with 7 years of relevant post-qualification teaching experience will be considered.

SKILLS AND EXPERIENCE

- Demonstrated experience conducting education programme with children and youth, with knowledge or experience in parent education an asset;
- Demonstrated experience in educational research in local setting
- Good knowledge of the local education system and curriculum
- Institutional affiliation with academic network or NGOs in Hong Kong will be an advantage
- Knowledge on positive parenting highly preferred

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

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. Personal data collected will be used for recruitment purpose only.