



Save the Children
救 助 兒 童 會

ROLE SPECIFICATION

For the position of **DOMESTIC PROGRAMME DIRECTOR**

With Save the Children HONG KONG

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!

DOMESTIC PROGRAMME DIRECTOR

SCOPE OF ROLE

The Domestic Programme Director will lead the domestic programme for Save the Children Hong Kong. The portfolio of domestic programmes at SCHK has evolved in the last few years with a focus on child protection and mental wellbeing and continues its expansion. Leading a team of 5+ staff members, s/he will provide the overall strategic direction in the design, management, implementation, monitoring and overall quality assurance of the portfolio of projects, delivered either through direct service or in co-creation partnership with local NGOs, in line with Save the Children Hong Kong's local priorities. This position is part of SCHK's Senior Management Team and will work closely with other departments to help SCHK evolve its strategies and achieve its organisational objectives.

Reports to: CHIEF EXECUTIVE OFFICER

SKILLS AND 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

KEY AREAS OF ACCOUNTABILITY:

Leadership

- Lead the development of SCHK's domestic programme priorities and strategies, in consideration of children's needs in Hong Kong, Save the Children's global expertise and donor landscape
- Lead engagement and discussions with the Programme Committee of the Board, and support Board meeting discussions on the direction and implementation of domestic programmes

- As part of the Senior Management Team, contribute to the continued evolution of organisational strategy, policies and processes, and co-steer cross-functional initiatives

Programme management

- Scale up existing programmes and expand portfolio of projects to maximise impact locally for children most impacted by inequality and discrimination in alignment with Save the Children's vision and mission
- Drive high quality and impactful programmes through planning, budgeting, execution, monitoring and evaluation for continuous programme development
- Oversee centre operations and expansion strategy
- Identify and cultivate strategic partnerships for co-creation with local NGOs, academics and other stakeholders
- Contribute to SCHK's financial budget process and ensure all information is prepared on time and with accuracy

Stakeholder management and resource mobilisation

- Develop and maintain strong relationships with colleagues, partners and Board members to work together towards shared priorities and goals
- Represent SCHK with key stakeholders in the local NGO sector
- Support fundraising goals in partnership with Partnerships and Philanthropy teams and oversee joint development and management of funding proposals or donor engagement activities
- Support the organisation's brand building and advocacy goals by ensuring effective cross-functional teamwork with other teams

Team development and management

- Build a high performance and collaborative culture within the team, effectively balancing the need for both innovation and discipline
- Lead, nurture and mentor the team, encourage the team to generate new ideas to improve the execution of programmes
Ensure that all team members have professional development plans and contribute to strong employee engagement

QUALIFICATIONS

- Holder of Bachelor's degree in a relevant field. Ideally, a master or higher qualification
- Minimum of 12-15 years of relevant work experience with leadership role in NGO services in Hong Kong
- 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 issues affecting children
- Demonstrated experience and commitment serving vulnerable children in Hong Kong; knowledge of child protection and development programmes is strongly preferred
- Ability to analyse strategic trends and develop appropriate plans and responses
- Significant previous work experience in NGOs and/or bilateral or multilateral agencies
- Self-motivated and results oriented; excellent organisational, analytical and team management skills
- Fluency in written and spoken Chinese and English
- 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 post 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. Personal data collected will be used for recruitment purpose only.