

Building the Climate Resilience of Children and Communities through the Education Sector (BRACE) Project Director

Reporting to:	Principal Climate Change and Education Advisor	Work location:	Home based / Global (<i>ideally in an African or Asian time zone</i>)
Department:	International Programs - Save the Children Australia	Budget holder:	Yes
Team:	Climate Change Division	Direct reports:	Yes

Role Purpose

The education sector is increasingly exposed to climate risks driven by climate hazards. The changing climate is already threatening children's right to quality, safe, and inclusive education. Climate change threatens to make it harder for children to complete their education without disruption and remain safe and protected. The role of the education sector in climate action has so far been overlooked, with minimal climate finance flowing to increase the sector's resilience.

The Climate Change Division (CCD) was established within Save the Children Australia in 2020 to support the Save the Children global movement expand its climate change action and drive a strategy for growth and impact for the world's most climate vulnerable children. Central to that strategy has been Save the Children Australia's accreditation to the Green Climate Fund (GCF). Alongside a large portfolio of Locally Led Adaptation (LLA) and climate change and health and education projects, the CCD is also leading on the implementation of the [Climate-Smart Education Systems Initiative](#) (CSESI).

About the Building the Climate Resilience of Children and Communities through the Education Sector (BRACE): BRACE is a ground-breaking project that will support education systems in vulnerable countries to adapt to the impacts of climate change. Funded by the Green Climate Fund (GCF) and Global Partnership for Education (GPE), BRACE is made up of three components:

- **Component 1** will directly address and respond to the impacts of climate change on the education sector and address future climate risks in Cambodia, South Sudan, and Tonga.
- **Component 2** will support Ministries of Education further access climate finance and to lead climate-resilient sustainable development in the education sector.
- **Component 3** will support the education community to better coordinate, collaborate, and share lessons learned and experiences with a focus on accessing climate finance.

About the role: Save the Children is seeking a Project Director for the BRACE project. This position will provide overall strategic direction in the management, implementation, and quality assurance of the project, working alongside Save the Children teams, as well as country offices and partners in Cambodia, South Sudan, and Tonga. The role is a full-time home-based position where the candidate has the legal right to work without support from Save the Children, access to an international airport and a high-speed internet connection. Ideally the home-base will be between the African and Southeast Asian time zones. The post holder will work alongside the BRACE project manager, education specialist, finance manager, and in-country teams, the Climate Change Division, as well as partners including GPE, UNESCO and others who are part of the BRACE co-finance platform.

About you: You are a strong leader and able to collaborate with others, with demonstrable experience of working with governments, country offices, and partners. You're adaptable and highly organised, with high attention to detail. You have a strong interest in climate change and education and thrive in a team environment where you can facilitate collaboration. As part of the Climate Change Division (CCD), you

will work to efficiently and effectively lead the implementation of BRACE and ensure positive impacts for children affected by the climate crisis.

Key Areas of Accountability

Role requirements

Strategic leadership of BRACE

- Lead the SCA project team to deliver BRACE on schedule and budget, alongside country teams, ensuring the project support functions (finance, human resource, procurement and administration) are working effectively and efficiently.
- Ensure achievement of the project objectives, as detailed in the project proposal and guidance, in line with GCF and SC guidelines. You will have direct responsibility for overseeing Components 2 (accessing climate finance) and 3 (coordination and learning) of BRACE and will work with in-country teams to oversee implementation of Component 1.
- Lead project strategic planning processes ensuring alignment across countries and components 2 and 3, balancing country ownership and leadership with overall project needs.
- Ensure efficient management of financial resources, including pooling resources across the 3 countries where relevant and where it will add value, and the overall review and approval of program budgets and monitoring of expenditures.
- Create and sustain a dynamic work environment of mutual respect where the project teams strive to achieve excellence, learn from one another and build an evidence base for further impactful work in climate change and education.

Technical Excellence and thought leadership

- Ensure high quality technical and operational leadership and oversight is in place on the project.
- Ensure the production of high quality technical guidance, advocacy and communications products, including guidelines and resources.
- Incorporate Save the Children's vision and values and ensure full adherence to Save the Children's Code of Conduct principles.

Stakeholder engagement

- Working alongside others, ensure the BRACE co-finance platform is functioning effectively, including the establishment of new working groups (as required), and delivery of the outputs in the agreed Terms of Reference (ToR) for the platform.
- Represent the Project team with partners and key stakeholders, maintain positive relationships with all partners of the BRACE co-finance platform.
- Ensure close coordination between in-country teams, the government, partners, and Save the Children Australia (the accredited entity to the GCF)

Project monitoring, reporting and compliance

- Provide oversight of the Monitoring and Evaluation (M&E) of the project, alongside Save the Children's M&E technical specialists and country office M&E project staff.
- Drive the generation of project based evidence that can be replicated and / or scaled up within and beyond the project.
- With Save the Children's BRACE project manager and finance manager, oversee sound budget tracking and reporting, ensuring donor compliance and accountability standards are met.
- Review and ensure the quality and consistency of all internal and external reports, in line with donor quality standards and requirements.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements

- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Finance, awards and operations

- Act in the capacity of the Budget Holder for BRACE Component 2 and 3 and authorize expenditure in line with the approved scheme of delegation (SOD).
- Support in monitoring BRACE Component 2 & 3 budget, with the BRACE finance manager and in liaison with the CCD finance team and ensure these are uploaded onto the relevant system. Support tracking of budget expenditure.
Management of consultant contracts for component 2 & 3- including preparation and contribution to the Terms of Reference and adherence to proper procurement processes.
- Collaborate with Awards, Finance, and Supply-chain departments to ensure timely cash projections, payments, budget reviews, and appropriate budget phasing
- Ensure awards, finance, operations and other SC team members are using key systems and processes as required (PRIME, AMS requirements etc.)
- Review financial reports prepared by Finance and Awards team, ensure alignment with programmatic report before submission to CCD team /donor.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Person Specification

Essential knowledge or experience

- Minimum 10 years' professional experience of managing, and implementing large and complex programs in international aid and development.
- Experience working as a Chief of Party, Country Director, Project Director or lead, ideally in an international Non-Governmental Organization (INGO) or UN agency
- Experience of overseeing the successful and timely delivery of multi-million dollar large or complex projects in development and humanitarian settings (multi-country experience is preferred)
- Demonstrable experience of team management including remote team management
- Technical knowledge of climate change and education projects, programmes, policy and advocacy or research
- Excellent skills in interpersonal communication, collaboration and facilitation (proficiency in English is essential with other languages desirable)
- Demonstrated skills in planning, organising, and coordinating team members and resources
- Creative problem-solving skills
- Ability to work under pressure and to tight deadlines
- High level of attention to detail and quality

Desirable knowledge or experience

- Working knowledge and experience of one of the 3 focus countries (Tonga, Cambodia and South Sudan)

Required qualifications and/or accreditations

- Relevant degree e.g. International Development, Education, Climate Change, Social Sciences, International Relations

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required **Travel:** Travel required approximately 25%

Working with Children Check: Not required **Assets:** laptop