

Regional Project Lead Position Description

Reporting to:	Pacific Program Operations Director	Work location:	Pacific region (flexible) This role will require ongoing (25% minimum) Pacific Regional travel
Department:	International Programs	Budget holder:	Yes
Team:	Pacific Division	Direct reports:	Nil (two indirect reports)

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

REnew Pacific is an AU\$75M program over 4.5 years. It aims to scale and expand on the critical lessons learned in the DFAT-funded Business Partnerships Platform (BPP) pilot to support DFAT and the Australian Infrastructure Financing Facility for the Pacific (AIFFP) to address climate infrastructure mitigation, adaptation and resilience among Pacific states and help Australia be the climate infrastructure partner of choice in the Pacific. Save the Children Australia (SCA) has been engaged to be a key delivery partner for REnew Pacific, actively supporting and delivering against Gender Equality, Disability, and Social Inclusion (GEDSI), localisation and community safeguards (Prevention of Sexual Exploitation and Harassment (PSEAH) and Child Protection (CP)) priorities and objectives.

Reporting to the Pacific Program Operations Director, the Regional Project Lead will oversee and coordinate the delivery of SCA's obligations under the REnew Pacific project. Working closely with the REnew team, country-based Portfolio Managers, and various stakeholders, the position will play a critical role in ensuring effective implementation of off-grid energy projects across the region, embedding Gender Equality, Disability, and Social Inclusion (GEDSI), safeguarding, and localisation principles throughout. The role will require collaboration with DFAT, Palladium, ITP Renewables, implementation partners, NGOs, private sector entities, and community stakeholders to drive project planning, execution, monitoring, and reporting in alignment with REnew's strategic goals.

Here your skills will be valued

Role requirements

Program Implementation

- Provide strategic leadership and oversight for SCA's inputs to REnew project implementation across multiple Pacific Island countries.
- Develop and execute quarterly workplans, ensuring strategic priorities, pipeline management, and portfolio development align with REnew's objectives.
- Lead stakeholder engagement and consultations to support locally led and informed approaches to project design and execution.
- Ensure project compliance with donor regulations, risk assessments, and safeguarding standards.
- Support the delivery of REnew-funded off-grid energy projects, providing technical and operational guidance to partners.
- Deliver program operations advisory support to SCA subcontracts under the broader REnew program.
- Lead on key activities such as stakeholder engagement, consultations, assessments, and capacity-building initiatives within project timelines.
- Support country-level planning, pipeline development, and strategic advisory processes.

- Establish and maintain a 'Ways of Working' plan to define communication, collaboration, and governance processes with key stakeholders.
- Liaise with and support Country Offices, cross functional teams and other stakeholders in development, delivery, monitoring of international projects.
- Undertake analysis and reporting of performance.
- Be accountable for working within the project budget(s). Monitor and analyse project budgets and provide input into budget development, monitoring, forecasting.
- Prepare an annual activity and performance report capturing progress, lessons learned, and key achievements.

Capacity Building and Safeguarding

- Undertake risk assessments, GEDSI, PSEAH, and CP evaluations for all proposals submitted under the Renew project call for proposals, direct delivery, and other channels.
- Coordinate the review (and provide) recommendations on local partners' GEDSI and safeguarding policies to align with best practices and comply with donor standards. Develop and implement targeted GEDSI, PSEAH, and CP tools to support training and awareness initiatives for local partners.
- Lead the development and delivery of customised safeguarding training modules, creating capacity-building resources, and facilitating workshops to strengthen partners' understanding and implementation of safeguarding best practices.
- Conduct site visits to monitor compliance with safeguarding standards and risk management plans.
- Develop and implement training workshops to build capacity of staff and partners to design and implement quality programs, specifically including partners across the Pacific implementing renewable energy programs.

Partnerships

- Work closely with REnew Pacific's Partnerships & Portfolio Lead and in-country Portfolio Managers.
- Engage and consult with government, community groups, NGOs, and private sector partners to enhance collaboration and ownership.
- Facilitate knowledge-sharing and capacity-building initiatives through strategic engagement events and roadshows.
- Closely monitor partnerships to ensure they satisfy standards of good organisational practice and meet agreed results and have capacity strengthening plans in place.
- Work with relevant program personnel and Country Offices to ensure all implementing partners are vetted, contracted with compliant agreements and that monitoring systems are in place to meet donor expectations and requirements.
- Work with relevant program personnel to ensure relevant donor requirements are effectively communicated and understood by implementing partners.
- Coordinate the work of CO Partnership Coordinators and draw on expertise from SCA's broader network to fulfill program objectives.
- Establish strong relationships with DFAT, Palladium, ITP Renewables, and other key stakeholders and represent SCA in high-level partnership governance meetings and ad-hoc meetings with DFAT and other partners.
- Contribute to the performance of program operations providing recommendations for partner engagement improvement plans to address issues.
- Utilise SCA's Project Management Methodology Tools and templates to enhance local partners' capacity in project management through focused training and awareness activities.
- Identify opportunities to leverage co-financing for REnew, in collaboration with Save the Children Global Ventures.

Monitoring and Evaluation

- Conduct site visits to monitor project progress and compliance against safeguarding standards.
- Contribute to annual country strategic planning, embedding GEDSI, PSEAH, and CP considerations.

- Submit comprehensive quarterly and annual reports on project activities, finances, impact, and lessons learned.
- Ensure adaptive project management approaches are embedded for continuous improvement.

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

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 Policy & Code of Conduct](#)
- 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

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- At least 5 years of experience in project leadership roles within international development, energy access, or community-driven projects.
- Demonstrated experience in GEDSI, PSEAH, and Child Protection programming.
- Strong stakeholder engagement experience, including working with government, NGOs, and private sector partners.
- Proven ability to manage grants and donor-funded projects, ensuring compliance with financial and operational requirements.
- Experience working in the Pacific Region, with a strong understanding of cultural and community dynamics.
- Strong written and verbal communication skills in English.
- Willingness to travel regionally and domestically as required.
- Excellent interpersonal skills and cultural awareness with ability to build relationships quickly.
- Ability to identify and manage organisational and operational risks.

Required qualifications and/or accreditations.

- Undergraduate degree in International Development, Project Management, Renewable Energy, Social Sciences, or a related field.

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, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Required **Travel:** Domestic and Pacific Regional travel (estimated at 25%) as required
Working with Children Check: Required **Assets:** Laptop