

# BRACE Project Manager

## Position Description

Reporting to:	BRACE Team Lead, Climate Change Division	Work location:	Home-based / Global
Department:	International Programs – Save the Children Australia	Budget holder:	No
Team:	Climate Change Division	Direct reports:	Nil

### 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.*

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 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 in the three countries – Cambodia, South Sudan and Tonga - supporting them to 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 climate finance.

**About the role:** The role is a full-time position home-based 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 coordinate the implementation of BRACE within Save the Children Australia's Climate Change Division. Working alongside the BRACE team lead, education specialist, finance manager, and in-country teams, as well as partners including GPE, UNESCO, UNICEF, the World Bank and others who are part of the BRACE project and co-finance platform. Internally, the post holder will work closely with country offices, as well as with Save the Children's education and climate change teams involved in supporting the project.

**About you:** 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. You're a great problem solver, and you enjoy the opportunity to bring creative solutions

and process improvements to the table. You're pragmatic, efficient, intuitive and are comfortable taking ownership and responsibility when it's required. Reporting to the BRACE team lead in the Climate Change Division (CCD), you will work to efficiently and effectively support the delivery of BRACE and ensure positive impacts for children affected by the climate crisis.

### Here your skills will be valued

---

#### Role requirements

##### Project management of BRACE

- With the BRACE Team Lead, support the implementation of BRACE across the three target countries (component 1), and components 2 and 3.
- Work closely with the BRACE team lead and technical advisors to assist in the development and adoption of technical guidelines for the project scope and offer operational advice to the country project staff to ensure the project activities are implemented in accordance with proposal guidelines, scope of work and donor compliance requirements.
- Ensure kick-off meetings and regular implementation tracking of country implementation.
- Review and provide inputs for the development of overall detailed project implementation plan in consultation with the BRACE team lead and Technical Advisors. The plan should outline project activities, staff roles and responsibilities, milestones, and stakeholder involvement.
- Ensure that the monthly work plans are in place, monitor activity progress, and follow up on planned and pending activities. Escalate activities that are off track for management's attention.
- Ensure that the BRACE project is set-up in the relevant project management system and all relevant project management tools are up to date. Develop and manage Save the Children's BRACE project management tools including the global Gantt chart, rolling dashboard and action tracker to ensure BRACE deliverables are on track. Develop additional tools/revise as needed.
- Assist the BRACE team lead to conduct monthly and quarterly project planning, review, and progress meetings with the country office project teams and Save the Children Australia management.
- Coordinate with CCD and country office TEs /MEAL function to conduct periodic monitoring and support visits to the country offices and project sites,
- Promptly report both technical and non-technical issues encountered during the implementation, provide technical support in coordination with technical advisors, and ensure follow-up through established procedures.
- Ensure all program activities comply with Save the Children's national and global policies, procedures, and relevant donor regulations and agreements.
- In close coordination with the 3 countries, provide overall coordination, consolidation and submission of quarterly, bi-annual, and annual narrative reports (in line with donor requirements), ensure review from Technical Advisors before submission to the CCD team and donor.
- Collaborate with technical advisors and other support functions to implement the capacity-building plan for the project staff and relevant stakeholders, including facilitating or co-facilitating training sessions as needed.
- Support the monitoring, evaluation, and research activities of the project and contribute to documenting and communicating project learnings within the organization, and where possible, share this knowledge with key stakeholders.

##### Finance, awards and operations

- Support in monitoring BRACE country budgets, with the BRACE finance manager and in liaison with the CCD finance team and country office finance teams and ensure these are uploaded onto the relevant system. Support tracking of budget expenditure.
- Collaborate with Awards, Finance, and Supply-chain departments to ensure timely cash projections, payments, budget reviews, and appropriate budget phasing
- Support Awards Coordinator, finance, operations and other SC team members with key systems and processes as required.

- Review financial reports prepared by country Finance and Awards team, ensure alignment with programmatic report before submission to CCD team /donor.
- Management of consultant contracts – including preparation of Terms of Reference and processing of contracts through the relevant processes.
- Provide support to the advocacy and communications and monitoring and evaluation teams to ensure deliverables are on track.

#### **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**

- Experience working as a Project Manager or Team Coordinator, ideally in an international Non-Governmental Organization (NGO)
- Experience supporting the successful and timely delivery of large or complex projects in development settings
- Keen interest and ideally some experience of climate change and/or education projects, programmes, policy and advocacy or research
- Strong skills in interpersonal communication, collaboration and facilitation
- Demonstrated skills in planning, organising, and coordinating team members and resources
- Experience of finance and budgeting
- Exposure to and understanding of Agile project management principles, and extensive experience of working on SharePoint, team Office 365.
- Professional interpersonal and communication skills (verbal and written) especially working with different country offices across regions
- Ability to work under pressure and to tight deadlines
- High level of attention to detail and quality

##### **Desirable knowledge or experience**

- Familiarity is using Microsoft Copilot and / or other AI tools
- Knowledge of working in one of the 3 focus countries (Tonga, Cambodia and South Sudan)

Required qualifications and/or accreditations

- Relevant degree e.g. International Development, Social Sciences, International Relations
- Advanced typing and computer literacy skills and strong competency in Microsoft Office products (word processing, spreadsheets, and graphics)

**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

<b>Driver's Licence:</b>	Not required	<b>Travel:</b>	Travel required approximately 10% - 20%
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	Laptop