

Climate Change Division, Programme Coordinator

Reporting to:	Head of Operations, Climate Change Division	Work location:	Nairobi / Kenya
Department:	International Programs	Budget holder:	No
Team:	Climate Change Division	Direct reports:	Nil

Role Purpose

You're an adaptable, highly organised all-rounder, with a high level of attention to detail and a can-do manner. You thrive in a team environment where you can facilitate collaboration and support people in achieving their goals. You're a great problem solver, and you relish the opportunity to bring creative solutions and process improvements to the table. You're pragmatic, organised, efficient, intuitive and are comfortable in taking ownership and responsibility when it's required. Being able to notice the smaller details while also being two steps ahead is a skill that you've honed throughout your career. If you are passionate about building relationships, are highly organised and want to contribute to an amazing and well-respected cause, this role is for you. Reporting to the Head of Operations, Climate Change Division of International Programs, you will work to ensure accurate and efficient administrative, secretarial and general support is provided to all members of a global team working to deliver impact for children focused on the emerging climate crisis.

Key Areas of Accountability

Role requirements

- Providing general administrative support, including assisting with department staff travel, procurement, accounts payable and receivable processes, coordinating report data, management of Independent Consultant Contracts
- Coordinating events with external stakeholders and internal team meetings
- Ensuring all filing and information-sharing systems are kept up-to-date
- Seeking improvement in operational processes of the division
- Support Project Manager and Awards Coordinator with key systems and processes as required

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 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

- Strong skills in interpersonal communication, collaboration and facilitation
- Demonstrated skills in planning, organising, and coordinating team members and resources
- Significant general administration experience
- Professional interpersonal and communication skills (verbal and written)
- Ability to work under pressure and to tight deadlines
- High level of attention to detail and quality

Desirable knowledge or experience

- Experience working as a Team Coordinator or Project Manager
- Experience supporting the successful delivery of projects or initiatives
- Exposure to and understanding of Agile project management principles

Required qualifications and/or accreditations

- Higher level (TVET or equivalent) in administration studies
- 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

Driver's Licence: Not required **Travel:** Minimal travel required

Working with Children Check: Required **Assets:** Reliable & consistent internet access