

# CSESI Regional Coordinator

## Position Description

<b>Reporting to:</b>	Pacific Program Operations Advisor	<b>Work location:</b>	Flexible (Pacific based)
<b>Department:</b>	International Programs	<b>Budget holder:</b>	No
<b>Team:</b>	Project & Award	<b>Direct reports:</b>	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 Climate-smart Education Systems Initiative (CSESI), funded by the Global Partnership for Education (GPE), supports countries in integrating climate change adaptation and environmental sustainability into education sector planning and policy. With the Pacific region identified as a priority due to its acute vulnerability to climate-related hazards, this role will coordinate activities under CSESI to strengthen education systems' resilience. The initiative emphasizes cross-sectoral collaboration, capacity building, and alignment with regional frameworks such as the Pacific Regional Education Framework (PacREF). The successful candidate will play a key role in advancing climate-resilient education strategies, supporting national ministries, and fostering partnerships to ensure safe, inclusive, and sustainable learning environments across Pacific Island Countries.

The CSESI Regional Coordinator will be responsible for leading project delivery of CSESI work program priorities in the Pacific, particularly drive a localised approach to activities focused on cross-sectoral coordination, access to climate finance, safer and greener school infrastructure, and enhanced school safety and continuity. Working closely with Ministries of Education, development partners, CSO's and regional agencies, the Coordinator will ensure timely, gender-responsive, and inclusive delivery of program objectives and foster strong stakeholder engagement across the region leveraging existing networks in the Pacific Education sector.

### Here your skills will be valued

#### Role requirements

##### Program Management

- Provide leadership and project management of Pacific CSESI project implementation across multiple Pacific Island countries.
- Develop and execute workplans, ensuring strategic priorities, pipeline management, and portfolio development align with CSESI's overall work program and objectives.
- Ensure project compliance with donor regulations, risk assessments, and safeguarding standards.
- 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.
- Identify programmatic risk, mitigate and implement treatments and/or escalate to management.
- Submit comprehensive quarterly and annual reports on project activities, finances, impact, and lessons learned.
- Prepare an annual activity and performance report capturing progress, lessons learned, and key achievements.
- Ensure adaptive project management approaches are embedded for continuous improvement.

## **Activity Specific Implementation**

### **Coordination Mechanisms**

- Facilitate the design and establishment of a regional multi-sectoral coordination platform for school safety and climate resilience in education.
- Lead logistical and technical preparations for regional consultations, including drafting Terms of Reference and ensuring balanced participation.
- Coordinate development of a regional mapping system to track climate resilience policies and programs across countries.
- Manage consultants and data collection efforts for mapping activities and ensure quality and accuracy of inputs.

### **Access to Climate Finance**

- Coordinate the preparation of knowledge products (e.g., briefings, webinars) that inform Ministries of Education about climate finance opportunities.
- Support the organisation of regional workshops (e.g., in conjunction with PacREF meetings) to identify country priorities and partnership strategies.
- Facilitate the development of roadmaps for accessing climate finance, including tracking timelines, co-financing requirements, and gender-responsive design principles.
- Oversee the end-to-end process for concept note development and funding proposal drafting, liaising with external consultants and national focal points.

### **Safer and Greener Infrastructure**

- Coordinate expansion and engagement with the PRIF Infrastructure Working Group to assess climate change risks to school infrastructure.
- Oversee the collection and dissemination of good practices, innovations, and vernacular approaches for climate-smart school infrastructure.
- Manage the Help Desk function and peer learning network, ensuring high-quality technical support is provided to ministries in reviewing infrastructure policies and tools.

### **School Safety and Educational Continuity**

- Organise regional technical learning events and capacity-building workshops focused on school safety and education continuity.
- Conduct or commission training needs assessments to shape the content and delivery of events.
- Support inclusive participation and ensure gender, disability, and geographic representation.

## **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**

- 5+ years' experience in project or program management, ideally in a regional or multi-country setting in the Pacific.
- Demonstrated experience in stakeholder engagement, especially with ministries and regional agencies.
- Familiarity with climate resilience, climate finance, school infrastructure, and/or disaster risk reduction.
- Outstanding organisational and time management skills, including a proven ability to deal effectively with change and to work under pressure to deadline.
- Highly developed verbal and written communication skills, including report writing (in English).
- Project and award (grant) management skills and experience
- Experience with grant management systems and complex donors
- Demonstrated strong financial literacy and proven skills in budget monitoring, proficient use of Excel
- Excellent interpersonal skills and cultural awareness with ability to build relationships quickly.
- Ability to identify and manage organisational and operational risks

**Desirable knowledge or experience**

- Knowledge and understanding of the impact of climate change on vulnerable populations (or a desire to learn about them)
- Understanding of INGOs, UN, multilateral organisations and climate finance
- Previous experience working in the development and/or humanitarian sectors

**Required qualifications and/or accreditations**

- Bachelor's degree in education, environmental science, international development, or related field (Master's preferred).

**Additional Information**

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- 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:** Regular travel (Pacific region)

**Working with Children Check:** Required    **Assets:** Laptop