

Global Gender, Disability & Social Inclusion Technical Advisor Position Description

Reporting to:	Head of Program Quality & Impact (PQI)	Work location:	Flexible (Remote or Hybrid)
Department:	International Programs (IP)	Budget holder:	No
Team:	Team PQI Global	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.

A Gender, Disability and Social Inclusion (GEDSI) Technical Advisor (TA) supports Save the Children Australia's (SCA) international programs to *drive impact* by guiding human and financial resources to improve the quality and results of SCA-supported initiatives. Working collaboratively with Member Office (MO), Regional Office (RO) and Country Office (CO) stakeholders, a GEDSI TA contributes to SCA implementing relevant, evidence-based initiatives with demonstrable impact through:

- Ensuring MO GEDSI support services are context-specific and CO demand-driven.
- Upskilling and reskilling COs to drive quality and outcome-oriented initiatives with a focus on gender equality, disability, and social inclusion.
- Increasing use of innovative GEDSI approaches and technologies in SCA-supported initiatives.

Here your skills will be valued

Role requirements

Technical Support Services (60% LOE)

- Service model: Provide demand-led support services to CO teams on GEDSI practices in development and humanitarian programming.
- Service model: Provide demand-led support services to CO teams on GEDSI practices across diverse thematic areas and geographic locations according to agreed *scopes of work* e.g., GEDSI data cycle management, report production, partnerships, iterative design etc.
- Service model: Foster adherence to internal and external GEDSI compliance protocols and requirements.
- Service model: Problem-solve GEDSI quality assurance and efficacy issues or limitations and support continual improvement.
- Skills: Contextualise and support CO GEDSI capabilities according to agreed *scopes of work* e.g., upskill CO counterpart in monitoring and reporting on GEDSI results.
- Data: Support the consumption of, and critical reflection of GEDSI data in the MO and CO throughout the project cycle.
- Knowledge assets: Contribute to and create accessible knowledge products to disseminate GEDSI practices and learning to distinct audiences.
- Knowledge sharing: Engage in MO and CO reflection sessions to discuss results and review learning to strengthen future design and processes.

Business Development (20% LOE)

- Bid team participation: Provide GEDSI technical expertise in the development of high-quality concept note and proposal designs i.e., theories of change, results frameworks, and rationale etc.

- Bid review: Provide GEDSI technical expertise in the review of concept notes and proposals.
- Pre-positioning: Contribute to capacity and concept statements across a range of thematic areas and donor typology.

Movement (10% LOE)

- Engage and contribute to global and regional GEDSI thought leadership working groups.
- Explore and champion the integration of emerging technologies e.g., Large Language Models (LLMs) into GEDSI practice.
- Support global, MO, RO and CO advocacy initiatives designed to promote policy and legislative changes to gender equality, disability, and social inclusion.

Administration (10% LOE)

- Knowledge management: Ensure initiative and thematic assets (program data, information etc.) are available and accessible.
- Knowledge management: Support the maintenance and advancement of IP and PQI systems, e.g., SharePoint, MS Teams, ClickUp, Mural, Agresso etc.
- Upskill and reskill in advanced and non-traditional GEDSI practices, services, and technologies.

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

- Strong ethos to provide demand driven contextualised GEDSI support services.
- Experience as a change agent in GEDSI, disrupting common-held practices and promoting a data-driven culture.
- Strong ability to translate complex GEDSI approaches and data into actionable insights and recommendations.

- Proven experience developing and implementing GEDSI strategies that enhance efficiency and decision-making processes.
- Experience in designing and conducting capacity-building initiatives in GEDSI and GEDSI data-driven decision-making.
- Knowledge of applicable international GEDSI guidelines and standards in humanitarian and development contexts.
- Strong interpersonal, collaborative, networking, and relationship-building skills across diverse cultures and disciplines.
- Strong verbal and written communication skills, with the ability to present complex information in an accessible and engaging manner.
- Demonstrated project management skills and the ability to work effectively in a remote/hybrid work environment.
- Flexibility and ability to adapt in a fast-paced environment where priorities change rapidly.
- Advanced IT and data analysis proficiency, e.g., MS Suite, LLMs, CRMs, Power BI, Tableau etc.
- Expert knowledge of gender equality, gender transformative approaches, changing restrictive social and gender norms, the rights and empowerment of women and girls, and methods of engaging men and boys in gender equality, disability, and social inclusion

Desirable Knowledge or Experience

- Experience operating in an Agile / Scrum project management environment.
- Experience in the international development and/or humanitarian sector.
- Experience in child-centred approaches to evaluation.
- Experience in implementing MEAL in humanitarian projects.
- Experience in Australian DFAT programming and MEAL requirements, e.g., ANCP and AHP.
- Experience in development of funding proposal and tenders for humanitarian and development programs.

Required Qualifications and/or Accreditations

- Advanced degree in a relevant subject e.g., International Development / Relations, Women and Gender Studies or related field, or equivalent training.

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:** Required

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