

Head of Global Programs

Position Description

| | | | |
|----------------------|--|------------------------|-----------|
| Reporting to: | Executive Director of International Programs | Work location: | Australia |
| Department: | International Programs | Budget holder: | Yes |
| Division: | Global Programs | Direct reports: | Yes |

Role Purpose

This role supports Save the Children Australia's global ambition for children by leading all of our programming work outside of the Pacific – in 2024 this will be approximately 18 countries and 45m AUD budget. Reporting to the Executive Director of International Programs, the Head of Global Programs will manage the Global Programs Team and will work closely with heads of humanitarian, program quality & impact, advocacy, award management and others to ensure we design and deliver high quality programs in line with our group and global SC strategy. The role will support business development and fundraising including identifying opportunities and securing funding for the division. The role will raise the profile of Save the Children's work, acting as a key interface with SCI, other members and external stakeholders and contributing to an agenda focused on child rights, operational effectiveness, financial sustainability, and program quality.

Key Areas of Accountability

Leadership

- Active participant and contributor to International Programs Senior Management Team, and SCA group SMT
- Lead and inspire the Global Programs team focusing on high performance, team culture and results
- Build a cohesive team environment, including providing guidance and challenge to team members for improved quality of program implementation, increased accountability, program risk management and effectiveness.
- Identify and develop talent in the Global Programs team, and work with the Pacific team and SCI to ensure career pathways across international programs
- Facilitate effective working relationships with other teams

Stakeholder Relationships

- Build the organisation's profile by representing the organisation with prospective donors and relevant stakeholders.
- Support the organisation's fundraising and brand awareness goals by working closely with the Supporter Engagement Department and providing them with information on programs that supports brand building and promotes on-going donor engagement.
- Build strong and effective relationships with non-government agencies, professional networks and community partners.
- Develop and maintain strong relationships with regional and global colleagues to work together towards shared priorities and goals.
- Participate proactively in all organisational requirements including audits, training and development and continuous improvement activities.
- Deal effectively and efficiently with internal stakeholders to ensure the resolution of issues in a timely fashion.

Program Oversight & Support

- Lead and support the Global Programs team to ensure the efficient and effective management of all programs in line with agreed plans and budgets.
- Lead and support the team to work with COs and SCI counterparts to ensure effective program delivery.
- Manage a portfolio of development and humanitarian projects
- In line with the PIM and Right First Time AM matrix, ensure processes to promote strong program management, including:
 - all opportunities, proposals, contracts and amendments with donors are processed and approved through the AMS and that the system is always an accurate reflection of current award status;
 - all partners and sub-award agreements are uploaded into AMS;
 - all relevant attachments appear on AMS and are retained as part of the award audit trail; and
 - staff manage their time effectively to ensure recovery targets are achieved and team workloads as equitable as possible.
- Work closely with colleagues including Head of Program Quality & Impact, Head of Humanitarian, Head of Business Development and Head of Award Management & Compliance to ensure that the Global portfolio receives the appropriate level of support
- Ensure effective planning, human resource management, administration and reporting systems are in place to support programs.

Portfolio Risk Management

- Be responsible for the overall identification, oversight, and review of risks within the portfolio, including contextual, financial, safeguarding, and reputational risks.
- Collaborate with the Risks team to coordinate risk management activities, ensuring regular safeguards are in place and incident reported to the donor and managed following the standard protocol.
- Conduct monthly portfolio health checks involving the broader Global Programs team to monitor program risks effectively.
- Be accountable to the executive on portfolio risks through the Program Risks Committee (PRC).

Financial and Operational Oversight

- Participate in budgeting and financial management activities across the team
- Manage team expenditure and cost recoveries within budget whilst minimising administrative costs and actively identify cost efficiencies across the team
- Develop a culture of cost-consciousness and ensure compliance with Save the Children Australia's policies.
- Ensure sound financial management processes, including accurate forecasting, monitoring and review of expenditure, taking prompt action to tackle variances and control gaps, and ensure tight control over operating costs.
- Ensure the efficient and proper use of funds and assets, in compliance with Save the Children Australia policies and procedures for financial control and reporting.
- Ensure timely and quality program and financial reporting, in line with internal and donor requirements.
- Identify and effectively manage financial risks associated with delivering the program portfolio.

Business Development

- Interface between SCI COs and SCA on existing portfolio, continuation funding, BD priorities, alignment with CO strategy
- Coordinate proposal development ensuring that compliance and quality issues are adequately addressed
- Support proposal negotiations on implementation planning & costing
- Proactively build networks with government, institutional and private sector donors and work with the Executive Director of International Programs to source funding for humanitarian and development programs.
- Manage the ANCP donor account and support appropriate engagement of the broader IP team, across

- Global and Pacific portfolios, with the ANCP funding mechanism throughout the year.

Advocacy and Media

- Work closely with the International Policy & Advocacy Advisor to ensure we have a coherent advocacy strategy in line with our global portfolio and donor engagement
- Seek opportunities to advocate on behalf of children's rights and to promote Save the Children in Australian media, in collaboration with the International Policy & Advocacy Advisor and the Media Team.

Health, Safety, Security and Risk Management Requirements

- Be a role model for safety and security including complying with all safety instructions and training given at the workplace
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Ensure your team acts in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in and contribute to Health and Safety awareness and improvements.
- Comply with emergency evacuation procedures.
- Report all incidents/injuries and potential hazards in a timely manner.
- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures

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
- 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
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

Person Specification

3

Essential knowledge or experience

- Well-developed leadership skills.
- Well-developed relationship building, influencing, negotiating and interpersonal skills.
- Culturally aware.
- Initiative, flexibility and ability to work independently as well as in a team.
- Results oriented with a demonstrated ability to think strategically, analyse complex information and offer creative, practical solutions.
- High levels of confidentiality and integrity (relating to both data and verbal communication).
- Resilience and personal circumstances to be able to travel within the country and internationally as required.
- Commitment to Save the Children's purpose and values.

Desirable knowledge or experience

- Management experience in humanitarian response and/or international development.
- Financial management experience, including management of budgets, instituting financial controls, and all aspects of grant management.

- Track record in successful business development.
- Demonstrated experience of project planning, monitoring and reporting.
- Demonstrated experience in representation and fundraising.
- Experience in risk management.
- Sound understanding of the child rights approach to development.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and, where required, 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: | Not required unless remote of Melbourne |
| Working with Children Check: | Required | Assets: | Laptop |