

# Project Officer – Humanitarian Tea

## Position Description

<b>Reporting to:</b>	Head of Humanitarian and Global Programs	<b>Work location:</b>	Flexible Working Arrangements
<b>Department:</b>	International Programs	<b>Budget holder:</b>	No
<b>Team:</b>	Humanitarian Team	<b>Direct reports:</b>	No

### 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 Project Officer will support the Humanitarian Team to deliver high-quality strategic projects on time and on budget, and support activities that build our profile in emergency response in the Pacific Region and Australia. The role will provide support to Pacific preparedness and response activities as well as humanitarian programming needs that arise globally. In addition, this role will liaise with internal stakeholders to support domestic emergency response activities.

This role will work closely with the Head of Humanitarian and Global Programs, Emergency Preparedness and Response Advisor, and Humanitarian Focal Points in the Pacific, as well as the members of the International Programs division. This is a full time, permanent position.

### Here your skills will be valued

#### Role requirements

##### Emergency Preparedness and Response in the Pacific

- Support in the implementation of preparedness capacity development plans for the Pacific, including the coordination of emergency preparedness workshops and technical trainings.
- Provide assistance and support to Pacific teams during an emergency, including in relation to response strategy development, implementation, and MEAL.
- Support the design and delivery of a Community of Practice for humanitarian preparedness and response in the Pacific.
- Provide assistance to the delivery of anticipatory action programming.

##### Project support

- Lead or support discrete projects, which may include, drafting design concept notes, project designs, budgets, workplans, proposals, evaluations, progress and final reports, and other supporting documents as required to support humanitarian activities as they arise globally.

##### Humanitarian and Emergency Affairs support

- Provide critical support to the Humanitarian team in times of crises and emergency response.
- Be prepared to deploy if necessary, either remotely or physically, to support in response activities.
- Update the Humanitarian and Emergency Affairs intranet page to ensure all key materials are present and up to date.
- Support on various other themes including, gender, disability, MEAL, proposal writing and reporting, program briefs, etc.

##### Supporting the coordination of domestic emergency response activities

- Coordinate and liaise with internal stakeholders to plan and implement the strategy for engaging in domestic disaster response.

**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**

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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**

- Highly developed verbal and written communication skills and the ability to work across organisational boundaries including with the Pacific country teams.
- Demonstrated ability to consult with diverse stakeholders to produce appropriate and agreed solutions
- Demonstrated ability to support projects across remotely located working environments
- Familiarity of DFAT and/or the Australian Humanitarian Partnerships, in particular ability to draft proposals or reports for DFAT funding.
- Experience working independently in a coordination role, prioritising, problem-solving and multi-tasking
- A solid understanding of the domestic or international emergencies sector and systems
- Knowledge or experience working alongside communities impacted by disaster

**Required qualifications and/or accreditations**

- Degree in relevant field, such as International Development Studies
- Experience in humanitarian or development settings is desirable
- Experience with an International NGO is desirable

**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

<b>Driver's Licence:</b>	Not required	<b>Travel:</b>	Possibility of domestic and international travel
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	Laptop