

# TERMS OF REFERENCE

## Knowledge Management Consultant

JOB TITLE	
Knowledge Management Consultant	
REPORTING TO	LOCATION
Rowan Ainslie, BRACE Programme Manager	Remote (global)
REPORTING TO POSITION	Days
BRACE Programme Manager	Approx 1/1.5 day per week from May 2026-May 2027 (with possibility to extend)
CHILD SAFEGUARDING	
<p>As part of these responsibilities consultant will support the establishment of child safeguarding systems, promote a culture of keeping children safe, and ensure that potential harm to children (by our own staff and/or as a result of how we do our work) is identified and addressed on an ongoing basis. The post holder should report and respond to interventions as determined by position related responsibilities identified in the SCA Child Safeguarding Policy and Code of Conduct.</p> <p>As the Climate Change and Education website will host content involving children and young people from BRACE programme countries (Cambodia, South Sudan, and Tonga), the consultant must:</p> <ul style="list-style-type: none"> <li>• Not upload, approve, or publish any content featuring identifiable children that has not been obtained through Content Hub</li> <li>• Maintain a process for removing or editing published resources within 2 business days if a safeguarding concern is identified post-publication</li> <li>• Handle all personally identifiable information in compliance with SCA’s data governance policy</li> </ul> <p>Failure to comply with these requirements may result in immediate termination of the contract.</p>	

INTRODUCTION
<p>Save the Children Australia (SCA) implements the Building the Climate Resilience of Children and Communities through the Education Sector (BRACE) programme, funded by the Green Climate Fund (GCF) and Global Partnership for Education (GPE), operating in Cambodia, South Sudan, Tonga, and globally.</p> <p>Component 3 delivers global coordination and learning by connecting education and climate stakeholders to share knowledge and strengthen climate action in the sector. Its core product is the Climate Change and Education website (<a href="http://climateandeducation.org">climateandeducation.org</a>), the main global hub for climate-resilient education.</p> <p>Launched in March 2026, the website provides practical tools, evidence, and resources to help countries build climate-resilient education systems. It offers insights (news, events, think pieces) and a resource library on integrating climate change and education, including guidance on National Adaptation Plans and Nationally Determined Contributions, climate investment planning, and tools on resilient school infrastructure, risk management, and climate literacy.</p> <p>Climate impacts already disrupt learning worldwide, yet education receives limited climate finance. The website supports urgent action by enabling knowledge exchange and highlighting country experiences. It is hosted as a microsite on weADAPT, a global climate knowledge hub with 10,000+ users from over 2,000 organisations in 141 countries. The microsite is co-managed with the Stockholm Environment Institute (SEI), which operates weADAPT.</p>

Resources can also be externally contributed and follow a structured intake and SCA quality review aligned with an agreed taxonomy.

SCA seeks a Knowledge Management (KM) Consultant to manage the website, support the BRACE webinar programme, and provide broader KM and data support. This is an individual part-time consultancy.

## ROLE

The Knowledge Management Consultant will be responsible for three main areas of work:

1. Climate Change and Education Website — managing the day-to-day operations of the website, including the content pipeline, backend workflows, content processes like taxonomy and quality assurance, and the ongoing operational relationship with SEI, working toward continuous improvement of the website over time.

2. Support to communications and learning — providing administrative and coordination support to the BRACE virtual events programme, including supporting the external webinar specialists with attendee management, platform coordination, and ensuring webinar outputs are captured and published on the website. Support the Communications Adviser in providing stories/resources for the monthly Climate Change and Education newsletter, including ensuring these are uploaded to the website.

3. Ad Hoc KM and Data Support — providing KM expertise and data visualisation support to broader BRACE programme activities as required, including contributions to knowledge products, dashboards, and presentations.

This is a one year contract (May 2026 – May 2027), at approximately 1-1.5 days per week on average, with flexibility in monthly allocation depending on programme needs.

## MAIN RESPONSIBILITIES

### 1. Climate Change and Education Website

- **Content Pipeline & Quality Assurance**
  - Manage the full resource intake process from submission to publication.
  - Coordinate quality assurance process to align with weADAPT? taxonomy and content standards (and provide guidance on taxonomy and standards).
  - Maintain a resource upload plan and coordinate timing with SCA and partners.
  - Ensure all resources link to original sources per website policy.
  - Work with the Communications Consultant to align website content with wider communication products and campaigns.
- **Climate and Education Website Configuration & Improvement**
  - Manage backend configuration: user permissions, contributor roles, taxonomy, and workflow settings.
  - Identify and raise opportunities for website improvements (e.g., search, filtering,) with SEI.
  - Document processes and workflows in an operational guide.
- **Website contribution onboarding:** Manage onboarding: introduction emails, sign-up guidance, and directing partners to sign up, and contribute materials,
- **SEI liaison:** Serve as SCA's day-to-day point of contact with SEI on website management, technical issues, and development
- **Monitoring:** Monitor and report on basic platform analytics (traffic, downloads, resource activity)

### 2. Communications and learning support

- Support logistics for the BRACE webinar and learning series and liaise with external events contractor.
- Ensure webinar outputs are uploaded to the Climate Change and Education website
- Identify resources to be included in the Climate Change and Education newsletter

### 3. Ad Hoc KM and Data Support

- Support the development and maintenance of data visualisation tools and dashboards to support BRACE programme activities — for example, an interactive map— including backend building in Power BI or equivalent tools. The scope of this will be agreed on a task-by-task basis
- Provide KM expertise to support the development of BRACE knowledge products as required, including advising on structure, framing, and platform presentation
- Contribute to the development of communications assets, presentations, and other materials where KM input is needed, on a task-by-task basis

## CORE DELIVERABLES

The following key deliverables are expected across the programme period. The exact scope of ad hoc support will be agreed with the Programme Manager on a rolling basis.

Deliverable	2026	2027
1. Backend configuration complete: permissions, contributor roles, tagging taxonomy, upload workflow, and intake form operational; QA protocol agreed with SCA (clear document)	✓	
2. External contribution process established; introduction emails, sign-up guidance, and contributor materials finalised (clear document)	✓	
3. Content pipeline live: resources uploading to schedule, QA process functioning, webinar outputs integrated (clear document)	✓	
4. Webinar support established	✓	✓
5. Annual review report: platform performance, content coverage, and recommendations		✓
6. Ad hoc KM, data visualisation, and communications support delivered as required throughout the programme	✓	✓
7. Final handover documentation submitted: taxonomy, workflows, and platform processes archived for SCA		✓

## QUALIFICATIONS & EXPERIENCE

### Essential

- Demonstrated experience managing knowledge platforms or digital resource libraries, including content pipeline management and taxonomy or tagging system design
- Experience working with CMS or knowledge management systems
- Demonstrated experience building or maintaining data visualisation tools or dashboards, including in Power BI or equivalent platforms
- Ability to manage an ongoing content pipeline and coordinate with multiple stakeholders across a multi-year engagement
- Strong written English and ability to produce clear documentation process
- Experience contributing to knowledge products, communications materials, or presentations

### Desirable

- Experience working in the international development, climate change, or education sectors
- Experience contributing to knowledge products, communications materials, or presentations

## GOVERNANCE

The consultant will report to the BRACE Programme Manager and is expected to participate in regular check-ins aligned with the one day a week work at a mutually agreed time.

The consultant will work alongside the Climate Change and Education Communications colleague on content pipeline and communications activities, as well as other members of the Climate Change and Education team.

## WORKING CONDITIONS

- The consultant may be based anywhere globally. The consultant must be available for regular calls during European working hours (CET/CEST)
- The consultant must have reliable internet access and professional equipment suitable for remote working and virtual collaboration
- The contract period runs from May 2026 to May 2027, with possibility to extend
- All intellectual property produced under this contract — including taxonomy documentation, process guides, platform configurations, and data visualisation tools — vests in Save the Children Australia unless otherwise agreed in writing
- The consultant must maintain appropriate data protection practices in compliance with applicable law and SCA's data governance policies, including GDPR where relevant

**Application closing date:** [TBC] | **Anticipated commencement:** May 2026