

Education Specialist - National Adaptation Plan (NAP) Global Network

Reporting to:	Knowledge Manager at NAP Global Network and Climate Change and Education Principal Advisor at Save the Children.		Work location:	Home-based, global
Department:	<i>IISD Resilience program</i>	International Programs at Save the Children Australia	Budget holder:	No
Team:	NAP Global Network Secretariat	Climate Change Division	Direct reports:	N/A

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 Education Specialist will support the research, peer learning, and national-level action and activities of the NAP Global Network Secretariat, which is hosted by the IISD Resilience program.

The Education Specialist will conduct research and analysis related to NAP documents and processes to advance the NAP Global Network Secretariat's objective on generating, synthesizing, and sharing knowledge, with a focus on education and children/youth, among other tasks.

The Education Specialist will also link with the Climate-Smart Education Systems Initiative (CSESI)¹ and the Building the Climate Resilience of Children and Communities through the Education Sector (BRACE)², providing support to National Designated Authorities (NDAs) and Ministries of Education who would like to incorporate education into their NAP processes.

The Education Specialist reports to the Knowledge Manager of the NAP Global Network and Save the Children's Climate Change and Education Principal Advisor.

Here your skills will be valued

The successful candidate's key areas of responsibility will include the following:

Strategy, Vision and Team Leadership

- Champion education, children and youth in NAP processes and support the NAP Global Network in identifying challenges, emerging issues, and solutions related to these themes.

¹ The Climate Smart Education Systems Initiative (CSESI) is funded by the Global Partnership for Education (GPE) and implemented by United Nations Educational, Scientific and Cultural Organization (UNESCO), UNESCO International Institute for Educational Planning (IIEP), and Save the Children. CSESI provides technical assistance to lower income countries to reinforce Ministry of Education capacity for mainstreaming climate change into the education sector working in 35 countries.

² BRACE is a \$70 million co-financed initiative supported by the GCF and GPE. The concept note is publicly available [here](#). BRACE aims to rapidly accelerate climate change adaptation efforts in the education sector and is made up of three components 1) Education and climate change adaptation strategies "pilots at scale" in Cambodia, South Sudan and Tonga, 2) climate finance to support Ministries of Education to access climate finance, 3) coordination and learning to improve the effectiveness of climate-related investments in the education sector.

- Maintain contacts with NAP Global Network partners, as well as education sector partners, including the Global Partnership for Education (GPE), CSESI and BRACE stakeholders, and other organisations and networks working on climate and education, as appropriate.
- Within all NAP Global Network projects and more broadly, promote a culture of high performance and continuous improvement that values learning and a commitment to quality.

Research

- Conduct a thematic scan of NAPs focused on education, children and youth, using the NAP Global Network approaches to 1) literature review, 2) methodology development, 3) review of NAP documents, 4) key informant interviews, 5) analysis, 6) documentation, including a report and knowledge products.
- Conduct primary and secondary research and write reports with a focus on education and children/youth for the NAP Global Network, and other climate change and education networks, working with external contractors as required.
- Draft education and children/youth research and other outputs to the NAP GN required standard, including research reports, policy briefs, and technical reports, including regular analysis of NAP documents and related documents from NAP processes for use by the NAP GN, CSESI, BRACE, and other climate change and education networks.
- Prepare, present and communicate high quality research findings on education and children/youth to priority audiences.
- Host peer learning events on the findings from the thematic scan, in line with the NAP GN peer learning approach.

National-level Action

- Provide education and children/youth technical support to NAP teams in developing countries, based on request for support, including CSESI focus countries.
- Share examples and experiences of other countries' processes, including best practice and lessons learned and compiling templates, agendas and resources.
- Develop guidance as needed on why and how to include education in NAP development, implementation, and monitoring, evaluation, and learning.
- Provide support to Ministries of Education and in-country partners through CSESI who request support on incorporating education into their NAPs.

Communications and Outreach

- Assist in communicating the knowledge work of the NAP Global Network, with a focus on the themes of education and children/youth, to priority audiences, including those identified in the CSESI communications plan, NAP GN communications plan, and the development of outreach materials (blogs, articles, etc).
- Track and share relevant developments related to education, children/youth, and climate change adaptation, including country- and regional-level activities and the global policy conversations (e.g., the UNFCCC's Action for Climate Empowerment agenda)
- Support the organization of South-South peer learning events, webinars, and other virtual events organized by the IISD Resilience Program, with a focus on education and children/youth. The Education specialist, with support from the NAP Global Network policy analyst and other team members within the NAP Global Network and Save the Children, will support the organization and facilitation of these events, which may include support for the development of PowerPoints and other materials, including pre- and post-surveys, managing technology and/or note-taking during the session, and synthesis of key messages for communications and knowledge products. These events will also be publicized through climate change and education networks.
- Prepare briefing papers on education and children/youth, including child protection and participation and Gender Equality and Social Inclusion (GESI).
- As required, participate in climate change and education working groups established by BRACE, and other relevant platforms.

- Support ongoing advocacy efforts on the Declaration on a common agenda for education and climate change, providing clear inputs and engagement on the “adaptation” pillar, including engaging in relevant global or regional advocacy events.

Ongoing support to the IISD Resilience Program

In addition to the above, ongoing or ad-hoc tasks may include:

- Participate in regular Resilience team meetings, NAP Global Network Secretariat team meetings, and other meetings requested by the NAP Global Network and Save the Children.
- Support secondary research and interviews with partners to gather information on education and children/youth.
- Prepare summaries of projects or documents to support communication and the implementation of Resilience projects focused on education and children/youth.

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

IISD Policies and Practices

- Reads, understands, implements, and keeps up to date with all IISD policies, particularly those related to project management. Supports dissemination and compliance of these policies in project actions and in working colleagues and contractors.
- Tracks all fund development activities in IISD’s sanctioned systems; currently Salesforce.
- Tracks all work objectives and their outcomes in IISD’s performance management systems; currently Small Improvements.
- Completes all human resource related activities in a timely fashion including but not limited to performance assessments, 360-degree feedback, 1:1 meetings and individual feedback to colleagues.

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:

Qualifications (Essential)

- A master's degree or equivalent in education, social sciences, international development, climate change, environmental education, geography, or another similar area.

Knowledge and Experience (Essential)

- Minimum of 5 -10 years' work experience in a relevant position, focused on education sector programming and analysis.
- Understanding of climate change adaptation and national adaptation planning processes, particularly in low- and middle income/non-industrialized countries.
- Knowledge of international development and child rights and participation.
- Understanding of UNFCCC policy processes at international and national levels, especially on adaptation, and those relevant to the education sector.
- Strong understanding of the education sector, including planning processes.

Skills (Essential)

- Collaboration skills.
- Strong attention to detail.
- Excellent writing and policy analysis skills.
- Ability to become familiar with new topics quickly.
- Fluent in English.
- Desirable: Ability to work in French and/or Spanish is a strong asset.

Behavioural Competencies (Essential)

- Results-focused, able to work quickly and accurately to meet tight deadlines without compromising the quality of the results.
- Strong interpersonal skills, ability to work comfortably across different cultures, be inclusive, positive, and a good communicator.
- Curious and committed to learning, working to understand the people, concepts, and issues that drive our work. Asks questions and seeks answers.
- Availability to travel internationally.

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:	Travel required approximately 10-20%
Working with Children Check:	Required	Assets:	Laptop