

VACANCY

POSITION:	Advocacy and Policy Head of Department
AREA/DEPARTMENT:	Italy-Europe Programmes/Advocacy & Policy Department
PLACE OF WORK:	Save the Children Italia (Rome) with overseas travel when required
LINE MANAGER:	Italy-Europe Programmes Head of Division
MANAGEMENT RESPONSABILITY:	Yes
BUDGET HOLDER:	Yes
CONTRACT TYPE:	Permanent or temporary (based on work experience)
SALARY	(based on experience)

INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organisation for children.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

OUR MISSION is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC Italia) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

SAVE THE CHILDREN'S VALUES:

ACCOUNTABILITY: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

AMBITION: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

COLLABORATION: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

CREATIVITY: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

INTEGRITY: We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

JOB PURPOSE

The primary purpose of the post holder is to develop and drive coherent advocacy initiatives for Save the Children Italy that are in line with organisational priorities, in order to ensure the achievement of domestic and EU advocacy and programme strategic objectives. The post holder will be responsible for assisting in the delivery of advocacy components of the programme Italy EU and in coordinating the development of documents, in order to promote Save the Children in Italy, its advocacy and policy positions, messages and programme work. The position requires close collaboration with programme and communication functions, in order to drive consistent advocacy initiatives with their support. Moreover the position requires close collaboration with other key stakeholders (networks, NGOs, institutional authorities).

The post holder will be expected to:

- Contribute to the definition and implementation of the Italy-Europe programmes strategy.
- Guarantee the effectiveness of advocacy activities for the development of Italy-Europe Programmes.
- Coordinate policy advisors and other staff in implementing agreed policy strategies in line with thematic priorities of Italy-Europe Programmes.
- Coordinate the development of policy analyses, position papers and other documents for ensuring policy change at the national and European level.
- Interact and plan in coordination with International Programme Advocacy.
- Coordinate Advocacy and Policy activities and manage budget and staff of the area.
- Manage institutional relationships.

RESPONSABILITIES:

Fulfilling advocacy objectives

The post holder is accountable for ensuring achievement and realization of Save the Children Italy EU advocacy and policy objectives in close cooperation and reporting to Italy-Europe Programmes Head of Division.

- Advocate and manage institutional relations at European, National, regional, local level
- Develop and drive forward strategy for achieving programme advocacy and policy objectives and contributing towards thematic priorities.
- Undertake agreed advocacy as a key facilitator supporting teams in line with Save the Children overall advocacy strategy and aims.
- Develop, support and enable internal coordination system and information sharing mechanisms to ensure advocacy efforts and initiatives by different staff are linked, coherent, complementary and mutually reinforcing.
- Develop and maintain Save the Children Italy-Europe Programmes advocacy calendar identifying main advocacy opportunities and events.
- Develop and update a knowledge base of institutional contacts and other relevant advocacy stakeholders
- Support to the creation and activity of scientific committees and experts on the positioning of specific issues, and support to facilitate the involvement and wider mobilization on child and youth rights. Support to the implementation of consultation initiatives with stakeholders, children, and youths to define policies.
- Initiation and organization of advocacy events (seminars, report presentation, studies) at European, national, and local level.

Representation

- Cultivate a network of contacts— Public Authorities, NGOs, networks, universities, local authorities, international organization staff—to spread core and tailored advocacy messages as needed. Promote and manage relations at European, national, and local level.
- Coordination of institutional interactions (parliamentary hearings, institutional roundtables, and similar events)
- Support to the activity of networks sponsored by Save the Children in collaboration with other rights organizations, particularly with Crescere al Sud.

Development of documents

- The post holder is responsible to draft concise, persuasive top-line advocacy messages and wider documents as needed and in coordination with Programme Managers and programme staff; this includes briefing documents, talking points, speeches, press releases, presentations, proposals.

Reporting

- The post holder is responsible for producing and ensuring high quality reports and other documents on advocacy and programmes related issues, and their circulation.
- He/she is responsible for the elaboration of documents presenting advocacy objectives, activities, and policies regarding the organization.

Monitoring Impact

- Develop indicators, means of verification and monitoring tools in order to continually assess advocacy-policy approaches' strengths and weaknesses, analyse impact on children and document lessons learned.

Team work

- Actively promote effective formal and informal communication among all staff members and other programme and support staff with the aim of achieving the programme objectives. The job holder is responsible for closely coordinating and collaborating with Save the Children Italy team and different project groups.
- Maintain links with Communication for the development of advocacy contributions in campaigning initiatives. Coordinate relationship within International Advocacy and with European advocacy working groups.

Other

- The post holder must closely coordinate and collaborate with Italy-Europe Programmes Head of Division in driving forward agreed responsibilities.
- The post holder is required to comply with Save the Children policy and practices requirements with respect to health and safety, child protection, equal opportunities, and other relevant policies and procedures. The post holder will at all times implement

her/his responsibilities with due regard to SC commitment to safeguarding children in accordance with the Child Safeguarding Policy and Procedures.

- The post holder will be responsible to manage the advocacy policy department budget and staff.
- The post holder will be responsible to fulfill any other duty assigned by the Italy-Europe Programmes Head of Division.

EDUCATION, COMPUTER AND LANGUAGE SKILLS

- Preferably studies in International Affairs/Relations, Public Administrations or NGOs related subjects.
- Highly computer literate and confident with Outlook, Word, and PowerPoint, Excel and the Internet; and an interest in appropriate use of current information and communications technologies.
- Language: Fluent spoken and written English and Italian essential.

EXPERIENCE AND QUALIFICATION

- Ten years minimum of experience in the Policy and Advocacy development and implementation in senior capacity
- Consolidated experience managing multiple stakeholders, groups, and networks.
- Very good knowledge and understanding of Italian Institutions, Public Administrations, No Profit, and the European Union system and ways of work.
- In-depth knowledge of welfare and education policies for children and youths in Italy, specifically in relation to vulnerable minors.
- Proven analytic skills on publications of economic policy for the public sector (central, regional, and local administrations) and knowledge of rules of European funding opportunities related to children and youths projects.
- Excellent public relations skills in order to communicate with a range of different , stakeholders, organisations/individuals, partner NGOs, institutional donors, companies, etc.
- Minimum ten years experience designing and implementing policy and advocacy strategies, including event coordination and policy drafting.
- Consolidated experience to perform under pressure and emergency situations.
- Very good internal communication skills in order to interact effectively with a wide range of staff across the organisation, notably the Programme Coordinators and Project Managers.

SKILLS AND BEHAVIORS (OUR VALUES IN PRACTICE):

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values.

- Holds the team and partners accountable to deliver on their responsibilities – giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.
- Creates a managerial environment in-country to lead, enable and maintain our culture of child safeguarding.

Ambition:

- Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same.
- Widely shares personal vision for Save the Children, engages and motivates others.
- Future oriented, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency.
- Always acts in the best interests of children.

PERSONAL SKILLS AND OTHERS:

- Demonstrable commitment to the vision, mission, values, principles, aims of Save the Children.
- Sensitivity/appreciation of diversity and ability to derive added-value from it.
- Proven ability of team working.
- Self motivated, flexible and proactive.
- Good analytical skills with the ability to identify key points from complex material or information.