

TERMS OF REFERENCE

POSITION:	Coordinator of Technical Assistance and Programme Quality
SECTOR:	International Programmes/ Thematic Assistance and Programme Quality Dep.
PLACE OF WORK:	Save the Children Italia (Roma) with overseas travel where required
LINE MANAGER/REFERENT:	Head of Thematic Assistance and Programme Quality
CONTRACT TYPE	Co.Co.Co
PERIOD	12 months
SALARY	<i>Range between €26.000 and €28.000 annual gross</i>

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

To coordinate technical advisors and contribute to ensure appropriate thematic support to Save the Children's work in emergency and development situations; to contribute to and supervise the development and execution of a quality framework to deliver high quality programmes; contribute to the achievement of Save the Children's strategic thematic objectives.

KEY RESPONSIBILITIES:

- To develop and monitor the execution of, thematic operational year plans to ensure progress and achievement of Save the Children Italy (SCIT)'s strategy and the adoption of the departmental budget accordingly
- In the strategic period, to be responsible for the development of assessment activities of relevance of SC IT's strategic priorities, against evolving external and internal trends, challenges and opportunities. Consequently, to be responsible for the development of thematic and strategic guidance plans to drive revision where appropriate to ensure the most deprived children are reached and their rights respected, protected and fulfilled
- Under the lead of the Head of Department, organise and monitor analytical activities on emerging opportunities/challenges that may impact on SCIT's programmatic capacity to scale up our programming efforts in Priority Countries and Regions
- Coordinate technical support in programme design and implementation, to ensure quality, sustainability, capacity, efficiency and effectiveness of programming efforts.
- Coordinate technical support to advocacy and communication efforts
- Coordinate technical support in engagement activities with donors and key partners, through SCA's Account System
- Coordinate technical support in fundraising efforts on selected top priorities (actions/opportunities)
- Coordinate and lead SC IT's work in the area of migration, ensuring that all sectors of the organisation and IP and DP contribute to advance SC IT's capacity to deliver for the most deprived children
- Represent Save the Children Italy in selected global groups and meetings to influence and proactively contribute to advance SC IT's thematic priorities
- Coordinate participation of Thematic Advisors to global groups to stimulate learning, innovation, quality

EDUCATION, SKILLS AND EXPERIENCE REQUIRED

- Degree in Social Sciences, International Relations, Development studies or similar fields
- Experience of at least 5 years of working internationally in this sector

- Excellent written and spoken English and Italian; good knowledge of French, Spanish and/or Portuguese preferred
- Excellent management and coordination skills
- Proven ability of mentoring, coaching and training
- Excellent writing, communications and networking skills in Italian and English
- Advocacy and communication skills are preferable
- Technical knowledge on at least one of these thematic sectors is preferable: Child Protection, Health, Poverty, Education

PERSONAL SPECIFICATIONS DESIRED

- Commitment to child rights and to the aims and objectives of Save the Children.
- A full appreciation of the value of co-operation, and team work
- Personal maturity and social competence skills
- Ability to prioritise especially when working under pressure.
- Trustworthy and transparent in all aspects of the role.
- Self- motivated and able to work with high degree of autonomy
- Builds and maintains effective relationships, with own team, colleagues and partners.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.