



Save the Children

JOB DESCRIPTION

JOB TITLE: Pavilion Officer Expo 2015

LOCATION: Milan EXPO site/ Milan

REPORTING TO: Pavilion MANAGER Expo 2015

DEPARTMENT: MARKETING & COMMUNICATIONS

COMPENSATION: Gross salary (RAL) in a range between Euro 23.000 Euro and 25.000 Euro according to the level of expertise and skills.

TYPE OF CONTRACT: Fixed term contract (*Contratto a tempo determinato*). Available to work on a duty roster schedule, including weekends and evenings when required.

DURATION: 5 months, depending on the start date.

INTRODUCTION TO SAVE THE CHILDREN

Save the Children Italia (SC Italia) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International (SCI). SCI is the world's leading, independent movement for children, with 27 Member Organizations operating programmes in over 120 countries around the world.

Save the Children works for:

- A world which respects and values each child
- A world which listens to children and learns
- A world where all children have hope and opportunity

Save the Children fights for children's rights. We deliver immediate and lasting improvements to children's lives worldwide.

Emergency relief runs alongside long-term development and prevention work to help children, their families and communities to be self-sufficient. We learn from the reality of children's lives and campaign for solutions to the problems they face. We gain expertise through our projects around the world and use that knowledge to educate and advise others. The basis of our work is the United Nations Convention for the Rights of the Child (CRC).

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies. Save the Children has aggressive growth plans, in order to generate additional funding for our vital work.

CONTEXT OF WORK

SC Italia is about to enter the final stage of a seven year campaign on child survival (2009-2015). The Every One campaign is the organisation global campaign, with the aim of contributing to reduce child mortality. It runs through many SC offices around the world with an aim to reach 50 million children and women of reproductive age by the end of 2015, developing programs of health and nutrition in 38

countries around the world. The campaign has been implemented in Italy successfully with very good results in terms of visibility, fundraising, advocacy and direct supports to programs in the field. In 2015 Save the Children will have the extraordinary opportunity to participate at the EXPO in Milan, the theme of which match the campaign priorities.

Save the Children strongly believes that – to guarantee a better future for children – we must be brave and bold, we must look at problems with a **holistic mindset** and strive to find **innovative solutions**.

We see EXPO 2015 as an unprecedented opportunity to experiment with **new ways to inform and engage with** our audiences about how much we can do to make this world a better place for our children

We are looking for an experienced Pavillion Officer to help the daily work of the Pavilion Manager to carry on successfully the participation of Save the Children at Expo 2015.

He/she must have very good problem solving and public relations skills. A very good knowledge of both spoken and written English is a must.

The Pavillion Officer needs to be ambitious, focussed, flexible and professional, with an understanding of non profit principles. Previous experience in working in such a complex context is highly appreciated.

A full appreciation of the value of co-operation, both internationally and within a team environment, and the capacity to work for achieving common goals are essential.

STRUCTURE

The post holder will report to the Pavilion Manager EXPO 2015.

JOB PURPOSE

To help developing and implementing successfully the participation of Save the Children at Expo 2015 supporting the coordination and oversight to all aspect of the pavilion management with particular focus on day to day management of on-site activities and events

WORKING CONTACTS

The post holder has the main following working contacts within Save the Children:

- Pavillion Manager : to ensure support, supervision and exchange of information
- Communications, Campaigning and Volunteers team to ensure proper development and implementation of the Save the Children and Every One contents and to coordinate all the communications, campaigning and volunteers activities related to the Expo project
- Pavilion Assistants, Donation Area Coordinator and Assistants: to exchange information and support
- The various pavilion suppliers
- The pavillion visitors, including schools groups and students
- Save the Children fundraising team
- Marketing team of EXPO and Save the Children Sponsors

TASKS AND RESPONSIBILITIES

The main responsibilities of this person will be:

- Assist with the organisation and planning of the duty rosters required to run the pavilion
- Logistical-operational co-ordination with staff of partner organisations (communications agencies, fundraisers)
- Facility management for the pavilion, with particular reference to the conservation/safeguarding of the premises
- Verify the pavilion is properly usable, with particular reference to the flow of visitors
- Support to the co-ordination of services connected with the operation of the pavilion, with particular reference to logistical co-ordination and the handling of materials (goods deliveries, etc.)
- Support to the supervision of the proper utilisation of the systems fitted in the pavilion, with particular reference to proper and economic use of utilities (e.g. electricity, water, telephone, wifi)
- Operational-logistical co-ordination of activities to raise awareness, communicate and raise funds

during the events organised during the EXPO, inside and outside the pavilion

- Understand and support Save the Children events strategy and work actively to ensure a smooth and successful management of all activities
- Understand and support Save the Children strategy to encourage and support full participation of schools and children in visiting the Village
- Event management, within the EXPO site or wherever required Reporting to the PM, at predetermined intervals, covering the overall management of the pavilion, with particular reference to:
 - criticalities/opportunities regarding the management of visitors
 - criticalities/opportunities regarding the management of the fundraising presence
 - criticalities/opportunities regarding the management of installed equipment
 - any safety/security problems
 - any problems arising in connection within the management of planned events

QUALIFICATIONS

Marketing/Technical

- Significant experience in management of events
- Problem solving oriented mind
- An understanding of Non Profit Sector
- An understanding of fundraising mechanisms

IT

- High level of IT literacy
- Good Marketing & Communications Data Bases knowledge

Planning and Organisation

- Applies personal organisation strategies and processes to prioritise and effectively manage a large and diverse workload in a pressured environment, working to short and long-term objectives
- Strong time management skills with an ability to plan ahead, anticipate requirements, problems and obstacles, and an ability to juggle competing priorities successfully, and to work to tight deadlines
- Ability to solve problems independently

Communications

- Ability to guide others without authority and to foster collaboration in pursuit of joint goals
- Ability to present Save the Children to internal and external audiences with clarity and confidence
- Written and verbal fluency in Italian and English is essential

Personal Specification

- A highly skilled marketing & communication person who is keen to take accountability for delivery of key projects
- An ambitious, entrepreneurial individual who adapts rapidly to changing circumstances, whilst maintaining focus on the end goal
- Self confident and enthusiastic team player who can secure support from a diverse project team to achieve agreed goals
- Maintain a calm disposition and positive outlook particularly when working under pressure
- Trustworthy in all aspects of the role
- Self- motivated and able to work with high degree of autonomy
- A high energy level with a willingness to work hands-on in developing and executing a variety of daily activities
- Demonstrate a proactive, persuasive approach to work at hand, with the ability to anticipate, act decisively and seize opportunities as they develop
- Ability to work effectively in, and provide support to a team
- A genuine commitment to the mission of Save the Children
- A commitment to support for cross-organisational initiatives

CHILD SAFEGUARDING

- Level 2. - The responsibilities of this post does not require the post holder to have regular contact directly with children or adolescents. The post holder may have contacts with groups of children or adolescents and will be responsible for the implementation of control processes.
- As part of these responsibilities the post holder will support the establishment of child safeguarding systems in collaboration with the Child Safeguarding Manager, 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 Child Safeguarding Policy.