

## **TERM OF REFERENCE**

<b>POSITION:</b>	Project Coordinator Emergency Department
<b>DEPARTMENT:</b>	Italy-Europe Programs
<b>PLACE OF WORK:</b>	Save the Children Italia (Roma) with overseas travel where required
<b>LINE MANAGER/REFERENT:</b>	Emergency, Head of Department
<b>MANAGEMENT RESPONSIBILITY:</b>	No
<b>BUDGET HOLDER:</b>	No
<b>CONTRACT TYPE:</b>	Contratto a progetto
<b>PERIOD:</b>	12 Months (renewable)
<b>SALARY (INDICATIVE):</b>	Gross Salary in a range of Euro 25.000 and 30.000 per year according to the level of seniority, expertise and skills.

## **INTRODUCTION: SAVE THE CHILDREN ITALIA**

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 International is the world's leading, independent movement for children, with 28 Member organizations operating programs 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.

## **THE CUiDAR PROJECT**

CUiDAR: Cultures of disaster resilience amongst children and young people:

Disasters and emergencies each comprise unique and troubling entanglements of nature and culture, where e.g. climate change or social vulnerability greatly exacerbates how 'natural' hazard events are experienced. Cultural sensitivity is essential to effective disaster management and disaster risk reduction, yet disaster plans still largely view those affected (victims) as a homogenous group, within which children are often invisible. Putting children's perspective into practise in the disaster context embedding them more widely across the EU is consequently the focus of this project.

The CUiDAR project is a consortium of beneficiaries coordinated by the University of Lancaster.

## **JOB PURPOSE**

As part of the Italy-Europe Programs team we expect the person we are looking for will

- be responsible for the coordination of the CUiDAR project;
- manage all the communications with Lancaster University;
- participate and support all the activities managed by the Emergency Department.

## **RESPONSABILITIES**

### Project Management

- To be responsible to prepare the project planning and budgeting.
- To be responsible to manage and coordinate the project team.
- To be responsible to manage a project risk assessment and to implement a risk reduction plan.
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- To be responsible to report to the coordinator (University of Lancaster) in collaboration with the Programme Management Team and with the Grant Management team..
- To participate to international meetings to address management and financial aspects of the project.

### Budget Monitoring

- To work in accordance with Save the Children Italy internal procedures and in relation with the Programme Management team and Finance & Planning team.
- To be responsible of monitoring on a monthly basis the projects' expenditure and cash-flow, to identify eventual variances with budgets to be discussed with the Head of Department and Programme Management Officer and, when applicable, with the Grant Manager. To be proactive in identifying and suggesting possible solutions to overcome variances.
- To be responsible of preparing financial projects' reports according to the requirements of the donor and to prepare eventual budget changes in collaboration with Programme Management Officer and Grant Management Team.

### Others:

- To be very collaborative with all other members of the team and to be very focused on the objectives of the Italy-Europe Programs Division.
- To work in coordination with Programme Management team and Finance & Planning Division and manage all procedures and systems to support planning, monitoring and reporting with attention to all the optimizations which may be undertaken to increase effectiveness and accountability.
- To support the Head of Emergency Department in all eventual activities connected with Programme management.

## **EDUCATION, COMPUTER AND LANGUAGE SKILLS**

- University degree preferably in social sciences, international relations, international cooperation, response to emergency, education
- 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.
- Very command of spoken and written English.

## **EXPERIENCE AND QUALIFICATION**

- Three to five years of experience in project management, budgeting and reporting.
- A good knowledge of EU project management and reporting requirements.
- A good knowledge of Emergency and humanitarian framework at European and

- International level.
- Very good communication skills in order to communicating with a range of organisations/individuals partner NGOs and institutional, and Communication with a wide range of staff across the organisation.
  - Previous experience in Emergency contests will be consider as an added value.
  - Previous experience in coordination of education and training programmes is an asset.

## **SKILLS AND BEHAVIOURS (OUR VALUES IN PRACTISE).**

### 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.