

TERM OF REFERENCE

POSITION:	Project Coordinator – Young people and New Media Unit
DEPARTMENT:	Italy-Europe Programs
PLACE OF WORK:	Save the Children Italia (Roma) with overseas travel where required
LINE MANAGER/REFERENT:	Young people and New Media, Head of Unit
BUDGET HOLDER:	Yes (up to 400.000 Euro)
CONTRACT TYPE:	Contratto a progetto
PERIOD:	12 Months – renewable
SALARY (INDICATIVE):	Gross Salary in a range of Euro 26.000 and 29.000 per year depending on experience and competences.

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 eNACSO PROJECT

The European NGO Alliance for Child Safety On- line (eNACSO) is a network dedicated to making the internet and associated technologies safer for children and young people. Since 2008, eNACSO promotes and supports actions at national, European and international level. Our work is based on the 1989 UN Convention on the Rights of the Child and its Optional Protocol on the sale of children, child prostitution and child pornography. eNACSO's members are leading children's rights and child protection NGOs from across the European Union. We also work increasingly closely with children's rights NGOs in countries outside the EU and Europe.

The project is funded by the European Union, through the Safer Internet Programme ec.europa.eu/saferinternet.

JOB PURPOSE

As part of the Italy-Europe Programme's team we expect the person we are looking for will:

- be responsible for the coordination of the eNACSO project;
- manage all the communications to donor funding the project;
- manage and monitor all members involved in the project implementation;
- participate and support all the activities managed by the Young People and New Media Unit.

RESPONSABILITIES

Project Management

- To be responsible to manage and coordinate the project team.
- To be responsible to liaise with the EU and to prepare periodic projects' reports according to the requirements of the donor.
- To be responsible to coordinate with EU Safer Internet programme networks – INSAFE, INHOPE, EU Kids ONLINE, etc.
- To be responsible to represent the network at external meetings.
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- To be responsible to be the focal point for the Network's members.
- To be responsible to support and coordinate the Board Network activities.
- To be responsible for the internal and external communication.
- To be responsible for the setting up the dissemination plan.
- To be responsible to report to the leading organisation (SC Italy) and the Board.

Budget Monitoring

- To work in accordance with Save the Children Italy internal procedures and in relation with the Finance & Planning team.
- To be responsible of monitoring on a monthly basis the projects' income, expenditure and cash-flow, to identify eventual variances with budgets to be discussed with the Head of Unit and, when applicable, with the Grant Manager. To be proactive in identifying and suggesting possible solutions to overcome variances.
- To be responsible of monitoring the respect of income, expenditure and cash-flow with the requirements of the donor.
- To be responsible to manage a project risk assessment and to implement a risk reduction plan.
- To be responsible to manage project expenses and project staff according to donor administrative requirements.
- To participate to meetings with donor (at European level) which address management and financial aspects of the project.
- To be responsible to produce, together with the Finance & Planning team, training material for project staff to guarantee project accountability.
- To be responsible of preparing financial projects' reports according to the requirements of the donor and to prepare eventual budget changes to be submitted to donors' approval.

Other:

- 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 the 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 work in coordination with the Resource & Organizational Development Division and manage all procedures and systems to manage resources and staff.
- To support the Head of New Media Unit in all eventual activities connected with Programme management.

- To support the submission of new proposals requesting institutional and private funding.

EDUCATION, COMPUTER AND LANGUAGE SKILLS

- University degree preferably in technical or financial 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.
- Very command of spoken and written English.

EXPERIENCE AND QUALIFICATION

- Five years minimum of experience in project management, budgeting and reporting.
- A good knowledge of EU project management and reporting requirements.
- 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, notably the Programme Coordinators and Project Managers.

Previous experience in the field of online safety for children will be consider as an added value.

Previous experience in the European/International networks will be consider as an added value.

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.