



Save the Children

JOB DESCRIPTION

JOB TITLE:	PROJECT MANAGER Expo 2015
LOCATION:	Rome or Milan office, with overseas travel where required
REPORTING TO:	HEAD OF MARKETING AND COMMUNICATIONS
DEPARTMENT:	MARKETING & COMMUNICATION
COMPENSATION:	Gross salary (RAL) in a range of Euro 34.000 – 37.000 according to the level of expertise and skills
TYPE of CONTRACT:	Fixed term contract (Contratto a Progetto)
DURATION:	12-14 months according to the date of start.

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's 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 50mln 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 on the field.

In 2015 Save the Children will have the extraordinary opportunity to participate at the EXPO in Milan, which thematic focus does 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 **holistic mindset** and strive to find **innovative solutions**. We see EXPO 2015 as an unprecedented opportunity to experiment **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 Project Manager to develop and implement successfully the participation of Save the Children at Expo 2015. This position is a cross functional resource throughout **all departments** and he/she is responsible for coordinating and implementing the projects as identified and agreed with the line manager. He/she will **coordinate** the different human resources and activities of the project with direct responsibility or oversight.

He/she'll manage multiple projects related to the Expo and the respective deadlines: He/sheshould be able to communicate with the extended team involved to understand their needs, to plan projects with the correct prioritization , , to track progress and provide status updates to the management regularly and upon specific requests, and to collect the content and coordinate the production of materials.

This individual must thrive in a fast-paced, deadline-driven environment, and excel at multitasking and managing multiple initiatives simultaneously. He/she must have very good PR skills.

The Project Manager needs to be creative, ambitious, focussed and professional, with an understanding of non profit principles. Previous experience in managing such events 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 Head of Marketing and Communications, who is the direct line-manager.

JOB PURPOSE

To develop and implement successfully the participation of Save the Children at Expo 2015 by coordinating and over sighting all aspect of the project with particular focus on day to day management of on-site activities

RESPONSIBILITY FOR STAFF

This position will be responsible for possibly managing an assistant.

WORKING CONTACTS

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

- Head of Marketing and Communications Manager (line manager): to ensure support, supervision and exchange of information
- Communications, Campaigning and Volunteers 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
- Individual Donors : to ensure proper development and implementation of marketing strategy to support individual donors activities
- Corporate: to ensure proper development and implementation of marketing strategy to support corporate donors activities
- Resources and Organisational Development: to ensure all requirements and due diligence are carried out and implemented
- Finance and Administration: to ensure all requirements and due diligence are carried out and implemented
- National and International programs: to ensure contents are correctly developed and represented

within the Expo 2015 ; to be sure contents are appropriate according to different targets (schools, children, adults)

TASKS AND RESPONSABILITIES

- To contribute to develop the architectural project, with a responsibility on a full due diligence and oversight implementation
- To make sure the project will contemplate and meet all Expo requirements
- To be accountable for all administrative, fiscal and contractual parts of the project – in collaboration with SC internal key stakeholders
- To plan and monitor the budget of the project
- To coordinate, manage and oversight the relations with suppliers
- To support all fundraising activities, with corporations and individuals. To nurture the process with ideas and key insights on possible opportunities.
- To oversight the development of appropriate contents; to support in defining ways of representing and sharing information
- To oversight the involvement of different targets, such as schools and students
- To manage and coordinate all on site activities taking place within the Expo project timeframe
- To liaise with and be the main point of contact for the Expo team
- To coordinate the work of the dedicated Save the Children internal working group and provide regular updates to the participants
- To carry out any other tasks as required by the Head of Marketing and Communications related to the project

BUDGETARY RESPONSIBILITY

The Project Manager is responsible for managing the project budget

QUALIFICATIONS

Marketing/Technical

- Significant experience in management of events
- A strong understanding of business and financial planning
- Outstanding PR skills
- An understanding of Non Profit Sector
- An understanding of fundraising mechanisms

IT

- High level of IT literacy including spreadsheet analysis

Project Management

- Highly adept at using standard project planning tools and methodologies to deliver projects on schedule
- Proven ability to devise and operate to contingency plans where necessary
- Strong experience in managing cross functional working team
- Strong experience of budgeting and budget management: a good understanding of financial systems and procedures.

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.
- High level of administrative skills to aid personal organisation

- High level of strategic thinking and ability to solve problems independently

Communications

- Ability to guide others without authority and to foster collaboration in pursuit of joint goals.
- Ability to create consensus among people with conflicting point of views
- Ability to influence and motivate others, to liaise with a wide range of people at all levels and to act with credibility, tact and diplomacy
- Ability to present Save the Children to internal and external audiences with clarity and conviction.
- Good communications skills both written and verbal, ability to research, analyse and interpret information and to summarise complex issues, and tailor communications to different audiences.
- Written and verbal fluency in Italian and English is essential

Personal Specification

- A highly skilled project manager 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
- Maintains 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 hand-on in developing and executing a variety of activities ranging from day to day to the highly strategic and visible
- 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.