

## TERMS OF REFERENCE

<b>JOB TITLE:</b>	Field Manager (to be included in the Global Roster, see below)
<b>PLACE OF WORK:</b>	National and International, including remote and insecure locations
<b>DURING DEPLOYMENT REPORTS TO:</b>	Deputy Response Team Leader - Operations (Save the Children International)
<b>AT SC ITALIA REPORTS TO:</b>	Resources and Organisational Development, Head of Division
<b>REPORTING TO POST:</b>	Field based staff
<b>SALARY:</b>	Daily rate, based on experience

## 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 the Save the Children International, the worlds' leading, independent movement for children, with 30 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 support our work we depend on the general public, volunteers, corporate sector, governments and international donor agencies.

Save the Children International is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we will be able to ensure that some of the fundamental rights that we believe children have, such as survival, safety and constant access to protection and education can be guaranteed. As part of a commitment to work with children through humanitarian interventions Save the Children will support programmes in both sudden onset and chronic emergency situations.

Each year Save the Children responds to about 55 new humanitarian crises reaching 75 million people a year through its programs. These interventions include both the answers to those considered extraordinary disasters that affect millions of people and require the mobilization of substantial organizational resources, both responses to localized crisis that hardly capture the interest or attention outside.

The purpose of the Global Roster is to support the dual mandate by ensuring that high quality personnel are deployed at speed and scale when and where emergency strikes. Global Roster

members will be deployed to an emergency where Save the Children is scaling up in order to provide immediate emergency expertise. Global Roster members may also be deployed to the second phase of large scale emergencies to support Country Programmes to continue to deliver quality programming.

### **CHILD SAFEGUARDING**

Level 3. The responsibilities of this post may require the post holder to have regular contact with children and young people. In the overseas context all posts are considered to be level 3.

As part of these responsibilities the post holder will support the establishment of child safeguarding systems, 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.

### **ROLE**

The Field Manager will generally be deployed as a field level programme manager for a large field base or area, in a small to medium scale emergency or the second phase of a large emergency. They will be expected to lead on all aspects of managing large or multiple field bases including budget development and management, agency coordination and representation, security, logistics and management of multiple teams. Alternatively, the Field Manager may be deployed in a response support role in a complex, large scale emergency. In all deployments, the post holder will play a key role in building capacity at field level, and in the effective scale up and management of Save the Children emergency programmes to increase impact and enable positive change for children.

### **MAIN RESPONSIBILITIES:**

*Programme Support (typically will be for small or medium-sized emergencies):*

- Manage the design and implementation of programme and operational activities in a large field base or area, effectively using the assistance of technical sector advisors and operational support staff.
- Manage multiple grants across multiple sectors, ensuring that projects and reports are delivered according to SC and donor contractual requirements, within the agreed timescale and budget.
- Working with the Deputy Team Leader – Programmes or Team Leader develop sector response plans and master budgets and contribute to Save the Children's overall response strategy.
- Working closely with the Deputy Team Leader – Programmes or Team Leader, support fundraising for your sector, including development of high quality concept notes and proposals.
- Prepare and oversee programme implementation to ensure timely delivery of programme activities (for example, monitoring against log frames, individual performance management work plans).
- Oversee multi agency coordination at field base or area, and lend support to cluster where appropriate
- Develop and implement effective safety and security procedures for multiple offices within the field base or area, ensuring that these are updated and revised at regular intervals and that new programmes are built around security considerations.
- Manage logistics processes to procure, store and distribute stock, supplies and services for the timely delivery of project objectives within the field base or area
- Develop and implement participatory assessment to contribute to programme planning and M & E processes

- Manage and motivate field base staff to perform highly in their respective roles and responsibilities. This will include leading on staffing structure, recruitment, performance management and implementing staff welfare policy
- To ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Charter and Red Cross Code of Conduct.

*Capacity Building:*

- Identify learning and training opportunities for Save the Children staff and partners and work as a mentor and role model for less experienced staff.

*Representation & Advocacy & Organisational Learning:*

- Ensure that Save the Children's work is coordinated with efforts of other agencies and Government, and take a leadership role within Interagency Coordination forums, ensuring the specific needs of children are being addressed.
- To identify opportunities and material to contribute to communications and media work, acting as a spokesperson when required.

*General:*

- Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- Ensure the security, health and well being of staff and that staff management and other processes and policies and systems reflect SC 's principles of equity and fairness.

**CORE BEHAVIOURS:**

*Understanding humanitarian contexts and application of humanitarian principles:*

- Able to assess and analyse key issues in the humanitarian situation and formulate actions around them
- Actively engages in disaster coordination mechanisms and interagency cooperation

*Achieving results effectively*

- Ensures efficient and transparent use of resources in accordance with internal controls
- Ensures beneficiary and partner feedback is incorporated into programme design, planning and learning
- Demonstrates flexibility to adapt plans and make decisions in rapidly changing environments
- Actively manages risk and takes action to reduce risk.
- Makes changes to improve performance as a result of information received.
- Creates measures and metrics to track performance.

*Maintaining and developing collaborative relationships*

- Develops strategies for teams to work across traditional boundaries, working in diverse environments.
- Establishes clear objectives with teams and individuals and monitors progress and performance
- Uses negotiation and conflict resolution skills to support positive outcomes

*Operating safely and securely*

- Demonstrates an understanding of wider UN/NGO security coordination and how the organisation can benefit from, and contribute to, those mechanisms
- Undertakes effective risk assessments and develops contingency plans
- Takes appropriate, coordinated and consistent action to handle situations of personal risk and risk for others
- Reduces vulnerability by complying with safety and security protocols set by the organisation

*Managing yourself in a pressured and changing environment:*

- Remains focused on the objectives and goals in a rapidly changing environment
- Able to identify, and act on, low levels of resilience in others
- Suggests creative improvements and different ways of working
- Demonstrates personal integrity by using one's position responsibly and fairly

*Leadership: Action; Thinking; Self; Inspiring; Developing Others*

- Delivers results and always acts with the beneficiaries in mind.

- Demonstrates managerial courage by confronting difficult situations, seeking resolution, and championing ideas.
- Actively contributes to a team environment where team members feel able to contribute, champion or challenge decisions
- Takes responsibility for own development, and actively takes steps to better understand and address own strengths and weaknesses.
- Openly talks about doing things differently, pushing the boundaries and ways of working.
- Tailors communication style to certain audiences.
- Effectively influences others by understanding their interests and showing how they will be met by own preferred solution.
- Works to ensure that the workplace is inclusive and the talents of team members are harnessed to achieve individual and organisational success.

## **QUALIFICATION AND EXPERIENCE**

### Essential

- Significant management experience working in an emergency response contexts or fragile states
- Previous first phase emergency response experience is essential
- Education: MA/MSc/MEng level in a relevant subject (Laurea Magistrale) or equivalent field experience
- Previous experience of managing a team
- Previous experience of project management, including multi sector programmes
- Budget management experience including institutional donors
- Security management experience in insecure environments
- Field level representation with key stakeholders and co-ordination with other NGOs/UN
- Demonstrable experience of M&E and beneficiary accountability
- Ability to write clear and well-argued assessment and project reports
- Excellent communication skills
- Strong influencing skills and experience in advocacy
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- A high level of written and spoken English and Italian
- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Commitment to the aims and principles of SC . In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support

### Desirable

- Multi site management experience
- ECHO and/or DFID programme management experience
- National level representation with key stakeholders and co-ordination with other NGOs/UN
- Media trained
- Language skills in: (in order of preference) French, Arabic, Spanish, Portuguese

## **WORKING CONDITION**

All Global Roster members are available and ready to be deployed anywhere in the world at short notice. They will normally work unusual hours and are often working in stressful and insecure environments.