



## JOB PROFILE

<b>Job Title:</b>	Learning Solutions Officer
<b>Department</b>	Humanitarian
<b>Location</b>	Farringdon
<b>Reports to:</b>	Head of Global Learning Solutions and Services
<b>Grade:</b>	F
<b>Budget responsibility:</b>	N/A
<b>Line management responsibility:</b>	N/A
<b>Child Safeguarding Level:</b>	<b>Level 1</b>

This post has been classified to be a Level 1 position. A Disclosure and Barring Service (DBS) basic check or equivalent overseas police check will be obtained for employees at this level prior to their Start Date. As the post is not covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974, any spent criminal convictions will not be considered when considering suitability for the role.

### Who We Are

We are Save the Children. Together we fight for children every single day so that they can make their mark on the world and build a better future.

Save the Children UK is committed to diversity and equality of opportunity in all aspects of our work. We strive to be an inclusive employer and particularly encourage applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic (BAME) backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, from a less advantaged socioeconomic background as well as any other under-represented group in our workforce.

### What We Do

We stand side by side with children in the toughest places to be a child. We do whatever it takes to make sure they survive, get protection when they're in danger, and have the chance to learn.

This role will sit within the Humanitarian Leadership Academy (HLA), a newly formed team, following the merger of Academy and Humanitarian Capacity Building staff in 2020. The newly formed team combines digital learning platforms, creative learning content and the design, development and delivery of quality accredited capacity strengthening and learning in an exciting and innovative offer that is both unique and unmatched anywhere across the sector. Capacity-strengthening and user-centred learning is, and will continue to be, of increasing importance - a key area to ensure the sector is able to respond effectively and efficiently to crises. The new HLA enables SCUUK to offer **the** most effective and impactful humanitarian capacity strengthening resource for both the Save the Children movement, the wider humanitarian sector and beyond.





**Role Summary:** Reporting to the Head of Global Learning Solutions and Services this role will provide support to the design, development and delivery of learning solutions and services across the team as well as providing day to day project management and coordination support to include support on award and contract management, reporting and information management.

**Key Accountabilities:**

- Support the effective project/award management of the HLA's learning portfolio.
- Work with the Learning Solutions Specialists and the Strategic Partnerships Specialists to develop high quality proposals, tenders and reports
- Contribute to the design of learning solutions and services based on identified priorities
- Provide support across the team by writing reports, case studies outlining the impact of the HLA's work, as well as collecting and analysing data to share across the team
- Working in conjunction with colleagues from across the Regions Team to provide support on the learning needs analysis process
- Track and update all administrative and logistics information.
- Process invoices and other financial information.
- Provide day-to day administrative/coordination/logistical support to the different teams to enable the learning solutions, products and services to be delivered
- Manage the logistical support where necessary for the delivery of remote learning solutions, products and services.
- Provide programme and administrative support to external clients where appropriate
- Manage and oversee the standardised recovery mechanisms for HLA activities, services and deployments including the management of cost recovery and timesheets for the team as well as managing process for staff recharges.
- Contribute to supporting strong ways of working across the new team, as well as taking individual responsibility for building an inclusive and supportive team culture

**People Management:** This role has no people management

The Learning Solutions Officer is to carry out the responsibilities of the role in a way which reflects:

- Save the Children's commitment to safeguarding children in accordance with the Child Safeguarding Policy,
- A commitment to Save the Children's vision, mission, values and approach,
- A commitment to diversity and inclusivity and promoting equality of opportunity in all aspects of our work,
- A commitment to effective management of risk, by operating within the Charity's code of conduct, policies, procedures and controls and by carrying out the risk management and assurance responsibilities of the role as set out in the Risk Policy and Procedures.

**Person Profile**

**Competencies:**

- **Delivering results.** Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving own performance or that of the team/organisation.



- **Problem solving and decision making.** Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation.
- **Working effectively with others.** Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross-boundary working.
- **Communicate with impact.** Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust.

#### The Skills I Need to Succeed in This Role:

##### Technical/Personal

- Experience of project management skills; well organised, able to juggle multiple priorities and deliver to deadlines
- Strong written, visual, and verbal communication skills with experience of creating materials for different audiences
- Experience of writing successful proposals/tender documents
- Strong problem solving and organisational skills
- Excellent interpersonal skills, with the ability to work with people from a range of backgrounds and cultures
- A 'can do' attitude, ability to work on own initiative and to deliver results against tight deadlines with good quality results
- A flexible approach to working and ability to respond at short notice to a wide variety of tasks
- An understanding of and commitment to humanitarian work
- Proven project coordination skill set
- Some experience working in training or capacity building of people
- Excellent written and oral communication skills, including computer literacy and confidence in using Microsoft Word, Excel and PowerPoint
- Experience of organising or helping to organise events
- Experience of working in both a team and alone
- An awareness of the challenges of distance support and cultural differences

