

**SAVE THE CHILDREN  
INTERNATIONAL PROGRAMS  
ROLE PROFILE**



<b>TITLE:</b> Humanitarian Leadership Academy Regional Lead	
<b>TEAM/PROGRAMME:</b> HLA/Ops/PDQ	<b>LOCATION:</b> Poland (or wider Eastern European region)
<b>GRADE:</b> 2	<b>CONTRACT LENGTH:</b> 12 months renewable
<b>CHILD SAFEGUARDING:</b>  Level 2:	
<b>ROLE PURPOSE:</b>  The purpose of this role is to drive forward the localisation capacity strengthening agenda both across the movement and as a critical stakeholder in the wider ecosystem in the respective region. This role will work with the Humanitarian Leadership Academy’s Head of Regions in the development of the Eastern European regional capacity strengthening centre ensuring that it encapsulates the current capacity and partnerships in place and will increase the profile and identify opportunities both across the movement and the wider sector in the accessibility and uptake of learning solutions at a national and local level.	
<b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Deputy Team Leader Operations with matrix line management to the Head of Regions Humanitarian Leadership Academy  <b>Staff directly reporting to this post:</b> 2  <b>Role Dimension:</b> This role will sit within the newly formed Eastern European regional response unit and the Humanitarian Leadership Academy (HLA), a member neutral entity that provides capacity strengthening across the Save the Children movement. The 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 HLA enables Save the Children to offer the most effective and impactful humanitarian capacity strengthening resource for both the Save the Children movement, the wider humanitarian sector and beyond.	
<b>KEY AREAS OF ACCOUNTABILITY :</b>  <ul style="list-style-type: none"> <li>• Responsible for leading and setting the strategic direction of the regional capacity strengthening centre and localisation agenda – this should include identifying the learning needs and opportunities across the region as well as identifying growth areas and ensuring coordination and complementarity of other capacity strengthening initiatives across the region with other stakeholders.</li> <li>• Work with relevant regional leads including Response team, Head of Regions in Humanitarian Leadership Academy and L&amp;D leads to identify, prioritise and implement capacity strengthening work.</li> <li>• Lead a regional, cross sector capacity strengthening group to ensure greater coordination of efforts, develop emerging networks, information and knowledge exchange, identification of opportunities.</li> </ul>	

- Provide effective coordination of the different regional initiatives including a capacity building component to ensure different programs are aligned to the same strategic direction of the regional capacity strengthening model.
- Represent SC in external coordination forums to ensure adequate coordination with other stakeholders working on humanitarian capacity building (INGOs, UN Agencies, donors and other relevant organisations and platforms).
- Accountable for developing the annual regional capacity strengthening plan for the SC movement which considers the learning needs and the learning solutions, products and services to meet these needs and how we can support the needs of other stakeholders in the region.
- Manage and develop staff within the Regional HLA Centre, ensuring that they have relevant, clear and achievable objectives, manageable workloads and appropriate professional development plans.
- Working closely with the Response team and the wider HLA team in identifying and pursuing emerging partnerships and new opportunities.
- Chair the Capacity Strengthening task force with all stakeholders involved in capacity building for the region to ensure coordination and complementary of different actions.
- Contribute to supporting strong ways of working across the HLA, as well as taking individual responsibility for building an inclusive and supportive team culture.

#### **People Management:**

As a people manager at Save the Children, you are responsible for managing employees and resources to achieve specific short and long term functional or organisational goals with *integrity*. As a manager you are be self-aware and hold yourself and others *accountable* through performance and behaviour. You'll proactively develop relationships built on trust, provide staff with clear guidance and direction; use coaching techniques to support personal *ambition* and professional development. You'll create an *inclusive* environment where team members feel safe to express ideas and acknowledge mistakes. You'll support team, organisational and individual *creativity*, aligned to SCUK strategy and ensure the health and wellbeing of team members

The Regional Lead 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.

#### **Other**

- Any other duties as assigned by the Deputy Team Leader Programmes and Head of Regions

#### **Additional job responsibilities**

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience

## BEHAVIOURS (Values in Practice)

### Accountability:

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.

### Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Future orientated, thinks strategically and on a global scale.

### Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity and gender, sees it as a source of competitive strength

### Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

### Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

## EXPERIENCE AND SKILLS

- Perfectly bilingual in English and Polish and/or Ukrainian (reading/writing/speaking)
- Strong understanding of the regional context and dynamics, including field experience and good awareness of humanitarian issues
- Strategic mind-set and approach with experience at working at senior levels within an organisation
- Strong partnership working and influencing skills, including experience of developing partnerships with Universities, external organisations and leading strategic workstreams
- Excellent programme management and organisational skills gained through managing complex cross-organisational projects
- A strong understanding of adult learning and work-place learning methodology
- Public speaking and training facilitation experience
- Capacity to work independently and be proactive
- Experience in developing new capacity building programmes, including overseeing writing of content
- A good understanding of monitoring and evaluating approaches and methodologies
- Experience of people development approaches and excellent facilitation and training skills
- Experience of managing teams and individuals, including recruitment and selection processes
- Budgeting, financial management skills gained through budget-holding responsibilities
- Experience in a humanitarian programme and broad understanding of humanitarian issues, international relations and the international humanitarian system

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- Problem solving, negotiation and contracting skills
- Ability to communicate ideas clearly and influence at a senior level
- Coaching/mentoring skills
- Opportunistic – able to spot the potential to build capacity in an emergency context
- Advocacy and networking skills
- Ability to travel internationally, occasionally at short notice and to remote and insecure locations

**Equal Opportunities**

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**Submit your CV to:**  
[rekrutacja@savethechildren.org](mailto:rekrutacja@savethechildren.org)

**For more questions: Pawel Mania**  
[p.mania@savethechildren.org.uk](mailto:p.mania@savethechildren.org.uk)

**Date:** Ongoing (until recruited)