

JOB PROFILE

Job Title:	Programme Advisor PMU (Programme Management Unit)
Place of Work:	UK
Grade:	E
Reports to:	Programme Lead PMU
Line management responsibility:	No
Budget Responsibility:	No
Child Protection Level:	Level 1

Background

The number of children requiring humanitarian assistance is rising as the climate crisis, entrenched conflict, and fragility, forced migration and infectious diseases all lead to an increase in the frequency, duration, and severity of catastrophic events. With needs continuing to grow and rapidly outpacing available resources, humanitarians around the world are once more forced to do more with less. Recognising the changing humanitarian risk landscape, the need to stay relevant, and to step up for greater impact, Save the Children has adopted a bold vision for the future of its humanitarian work and as part of this, there is an important role for SCUK to play in identifying and supporting next-generation collaborative initiatives that will ultimately deliver impact for disaster-affected children and their families.

The Humanitarian Leadership Academy as part of SCUK's humanitarian department provides high-quality humanitarian capacity strengthening for the movement, as well as the wider sector, as part of our shifting the power agenda. The Humanitarian Leadership Academy's mission, as a team within the humanitarian department, is to enable people around the world to prepare for and respond to crises in their own countries, by providing quality learning opportunities. The HLA's approach spans from focused needs-based learning in countries hit by crises to the huge international reach of our learning platform, Kaya. They are a global team that has a full suite of in-house skills to provide and develop the offer; technical and learning experts, platform specialists, a digital and design studio, communications support and more. The HLA enables SCUK to offer the most effective and impactful humanitarian capacity strengthening resource for both the Save the Children movement, the wider humanitarian sector and beyond.

Job Purpose

This role will be part of the programme management unit (PMU) whose function is to support the HLA to deliver on their strategic programme Engine 2 (click for [Engine 2 Ukraine](#) example). This role will take responsibility for the smooth running of the project

management unit by helping to ensure that projects are executed effectively and efficiently and deliver the intended benefits to stakeholders.

This role will also focus on uplifting strategic projects such as our eco-systemic leadership programme or direct funding initiative, so that we are driving forward our goals of shifting the power for sustained impact and systemic change.

The Programme Advisor will work closely with colleagues in SCUK, Save the Children International (SCI); SC Ukraine and SC Poland in particular (but also SCI teams in Türkiye and Syria), HLA and other relevant supporting services teams like Finance, HR, Procurement etc. to ensure effective ways of working, systems and processes are established both in the short term and longer term between SCUK, SCI as well as local and international partners.

Key accountabilities

- Review project plans, reports, and deliverables to ensure they align with the project's goals and objectives.
- Provide guidance and advice to team members on project planning, execution, monitoring, and evaluation.
- Offer expertise and insights on project management methodologies, tools, and best practices to enhance project performance and outcomes.
- Identify potential risks and issues that could impact the project's success and advise on strategies to mitigate them.
- Facilitate communication and collaboration among project stakeholders to promote shared understanding and effective decision-making.
- Assess the project's progress and performance against key performance indicators (KPIs) and recommend adjustments as needed.
- Ensure that the project complies with relevant policies, regulations, and ethical standards.
- Report to the programme lead, senior management and other stakeholders on the project's status, outcomes, and impact.
- Provide financial management support in managing and tracking budgets under the projects.
- Ensuring the lessons learned are captured on regular basis to improve further delivery and provide general learning on the project's outcomes.

Person specification

The ideal candidate will be a process oriented, multi-tasking individual with a proven track record in delivering project management services. They will combine creativity and a solution orientated mindset, with highly effective relationship building skills.

Competencies

- **Delivering results.** *Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving their 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.*
- **Applying technical and professional expertise.** *Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and 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.*
- **Networking.** *Builds and uses sustainable relationships and networks to support the work of Save the Children.*

Essential criteria:

- Experience and expertise in project management including a deep understanding of project management principles, methodologies, tools, and best practices.
- Experience in leading and managing projects from initiation to completion and be able to apply this knowledge to provide guidance and support to project teams.
- Strategic thinking and problem-solving skills and are able to anticipate potential risks, issues, and challenges that could impact project success.
- Strong analytical and problem-solving skills to help project teams identify and address these challenges effectively.
- Communication and collaboration skills and can communicate complex information and ideas clearly and concisely, both verbally and in writing.
- Excellent attention to detail and strong organisational skills.
- Able to adapt to changing circumstances and adjust project plans and strategies as needed.
- Passion and energy to work in pursuit of transforming humanitarian response globally
- Numerate with the ability to monitor and manage financial information.
- Familiarity with funding budgets, financial reporting including construction and monitoring of budgets.