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| **TITLE:** IT Project Manager |
| **TEAM/PROGRAMME:** SCI Transformation Delivery  | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: B; Mid-Senior Level | **CONTRACT LENGTH:** Permanent  |
| **CHILD SAFEGUARDING:** Level 2: *either* the role holder will have access to personal data about children and/or young people as part of their work; *or* they will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| ROLE PURPOSE: Save the Children is evolving its organisational structure in order to stay true to its mission, vision and values, whilst being able to withstand external pressures – be those geo-political demands; increasing stakeholder expectations; challenging funding environments; reduced access to funding; or declining trust in large INGOs. This is driven through our ambitious transformation agenda. Our focus is on championing the rights and interests of children worldwide, putting the most vulnerable children first and to do this we need to ensure we effectively connect with the children and families we support as well as the communities and partners we work. Over the past 6 years, Save the Children has undertaken significant transformation to ensure alignment in our delivery and efficiency in our processes which was critical following Save the Children International being established. As we move towards finalising delivery of this critical set of initiatives, we now need to look to the future and focus on how we continue to ensure focus on our Ambition 2030 and in particular unlock the potential of the enablers digital, data and localisation for children. This next period of change will be managed via the Next Generation Transformation Programme delivered by our Transformation Delivery Department . The Programme is focused on ensuring three key enablers digital, data and localisation will grow the effectiveness of engagement with supporters, delivery of programmes for children and driving efficiencies in our operationsThe Senior Project Manager role will sit in one of our Next Generation Transformation projects or initiatives. The role holder will be responsible for establishing and maintaining the required project and portfolio management reporting including risk and issues logs, dependencies, status updates etc. In addition, they will manage the Project Management deliverables as part of the defined Save the Children Project Lifecycle examples including the Project and Assurance Plan. A core part of the team’s delivery will be through agile product management, and the role holder will act as Scrum Master and facilitate agile ceremonies for our product development workstream. The role will also be required to work closely with the Business Analyst, Member Project Teams, Change teams and External Vendors. The Senior Project Manager will work with the relevant Global Change Manager to manage the relationship with our Member and Country Offices as well as work with an international team of IT staff and subject matter experts to drive our delivery and deployment forward.The Senior Project Manager will be part of thriving project and change management community within our Transformation Delivery department. This department is responsible for managing the change management activities and deployment of projects into 60 Country and Regional offices and 29 Member organisations. |
| **SCOPE OF ROLE:** **Reports to:** Relevant Project Lead/ Director or Director of Project & Change Delivery**Staff reporting to this post:** Nonedirectly, but the role will need to lead project staff through a matrix team structure and manage project delivery through both onshore and offshore resources including vendors.**Budget Responsibilities:** Whilst this role does not own the budget it is accountable for ensuring that spending is within the agreed project budget and that any deviations from forecast are managed and escalated**Role Dimensions**: The Senior Project management aspects of the role are fairly industry-standard, but should include the ability to lead large projects across international, multi-phase deployments using Waterfall and Agile methodologies. This role will include facilitating Scrum ceremonies, so the role holder is expected to have experience working in Agile contexts. A deep understanding of technology delivery and appreciation for change and deployment methodologies is needed. The role will require significant stakeholder management skills, specifically with senior leadership of our Members.Travel: this role may require travel to other countries |
| **KEY AREAS OF ACCOUNTABILITY:** **Delivery*** Project Management accountability for one of our Next Generation Transformation global priority projects or initiatives, ensuring a successful, on time and on budget delivery.
* Manage the project in compliance with the project lifecycle methodology within a PMO framework including navigation of stage gates and securing design board approvals
* Execute an Agile approach to project delivery in line with vendors/ implementing partners where necessary
* Establish and manage a realistic and committed plan / roadmap for the project, taking into consideration business deadlines, dependencies, resources, and costs
* Drive the project to a regular beat: monitor workstream activity, manage adherence to plan and help team members resolve obstacles to delivery
* Provide regular status reports on plan, finances, resources, risks and issues in line with guidelines set out by the Portfolio Management Team
* Proactively identify and manage project risks and issues, driving actions to mitigate or resolve
* Track and manage interdepencies as required, including engaging with stakeholders from other projects or teams to ensure alignment
* Maintain accurate documentation in line with project lifecycle
* Oversee final quality assurance on project, reviewing accuracy of output and compliance to the requirements
* Manage project governance, including a Management Review Group (MRG) with required stakeholders
* Implement best practices and procedures in project management
* Manage communication channels with stakeholders in geographically disperse locations
* Ensure that projects are aligned with strategic goals and are supported by sound business
* Lead engagements with Member or Country sponsor and project leads to ensure timely delivery of activities and milestones in the plan.

**Team Management*** Support the team with issue escalations and engagement of senior leaders within SCI.
* Support team wellbeing and ensure high team engagement.
* Support the team in their engagement with Members, Country Offices and SCI IT and Business
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| **SKILLS AND BEHAVIOURS (SCI Values in Practice**) **Accountability:*** holds self-accountable for smoothening the implementation and consolidation of project solutions by challenging the requirements and design
* holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds functional work stream leads and IT colleagues to account for delivery against the plan

**Ambition:*** translates the ambitious and challenging goals for SCI projects in proactive action to avoid work or complications in a later stage, engages and encourages all relevant stakeholders, takes responsibility for their own personal development in this respect
* widely shares their personal vision for Save the Children, engages and motivates others
* 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, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity.
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| **QUALIFICATIONS** * Educated to Degree level or equivalent work experience
* Preferable: PRINCE2 (Foundation and/or Practitioner), Scrum Master, Agile PM
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| **EXPERIENCE AND SKILLS****Essential*** Previous experience of delivering projects focused on the transformation journey on one of the key enablers mentioned; digital, data or localisation or alternatively of driving wider efficiencies in an operational or wider IT space
* Extensive track record of successfully managing projects and programmes with multi-location roll outs and accountability for both technology configuration and deployment, integration, business process, change and infrastructure activities
* Experience in establishing and embedding Agile ways of working to deliver successful projects
* Demonstrable experience and in-depth knowledge of programme and projects practices and standards (SCRUM, and others like Prince2, etc.)
* Proficient demonstrable skills in managing and reporting on a project in compliance with a project delivery methodology in conjunction with a PMO function
* Proven ability to deliver projects on time / on budget, using project management processes and tools including risk management, benefits management, financial management and quality assurance
* Strong understanding of scope and change management
* Comprehensive management and influencing skills with experience of working with senior level executives
* Ability to resolve issues swiftly and decisively whilst safeguarding standards and procedures
* Strong team leadership with the ability to motivate and mobilise individuals outside their reporting line
* Strong business requirements collection, and process/workflow analysis skills including understanding of traceability
* Excellent communication skills (written & oral English), including the ability to communicate and present to all levels of the organisation
* Able to demonstrate instances of initiatives that have delivered organisational benefits
* Cultural awareness required for international delivery
* Experience in managing offshore project team members
* Advanced analytical and problem solving skills
* Intellectual curiosity and the ability to question thought partners across functional areas
* Ability to effectively prioritise work and agree and communicate priorities within the team
* Demonstrates a strong work ethic and able to take the initiative and ownership to deliver value to the business

**Desirable**:* Scrum master experience
* Non-profit sector knowledge/experience
* Proficiency in a second core language of Save the Children (French, Spanish, Portuguese or Arabic
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| **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. |
| **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. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Health and Safety**The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Adrianna Manders** | **Date:** 19 September 2023 |
| **JD agreed by:** | **Date:** |
| **Updated By:**  | **Date:** |
| **Evaluated:** | **Date:** |