

## Joining Forces – Project Manager

### Job Description

The world's six leading child-focused NGOs – ChildFund Alliance, Plan International, Save the Children, SOS Children's Villages, Terre des Hommes and World Vision – agreed in 2017 to come together to collaborate on the 2030 Sustainable Development Goals. This collaboration, called 'Joining Forces', centres on two key projects:

- **Ending Violence Against Children** – a national-level effort, focused on 5 pilot countries, to increase our programme impact in protecting children from violence (SDG 16.2)
- **Child Rights Now!** – a national and international level advocacy push in up to 20 countries to renew political commitment to children's rights, reflected in SDG implementation and support for the Convention on the Rights of the Child.

These two projects each have a steering group made up of senior staff from the six organisations, with a rotating chair. Twice a year these groups report to, and receive a steer from, the international CEOs of the child-focused NGOs.

We are looking for a dynamic, experienced and committed individual who can drive delivery of the Joining Forces Initiative, and lead the project management of both of these workstreams, to fulfil their strategies, objectives and work plan. This will be done in close collaboration with the steering groups that have been created for the two projects.

The postholder will be an experienced professional able to play a central role in establishing momentum; creating accountability for delivery; identifying opportunities for partnership and innovation; and in anticipating and solving problems. While the postholder isn't expected to be a specialist in the issues covered by the initiative, they will need to have a good understanding of participation and rights, and a strong grasp of the projects' objectives.

The postholder will need to do this across six federated International NGO structures, working in a 'horizontal' structure with people in different time zones and diverse organizational cultures. He or she must be able to plan and communicate clearly and efficiently, ensure that administrative tasks are delivered on time, manage multiple demands, initiate activities, and be personally committed to the goals of the two projects and the principles and approach of the supporting organisations.

The project manager will work with the steering group chairs to prepare the bi-annual CEO meetings; ensure that the two projects link effectively on an operational level where this is relevant; maintain a regular rhythm of meetings for the two groups and ensure that these drive forward action; and keep participating countries fully engaged and informed.

### Project Manager

#### General Purpose of the position

Under the direction of the Chairs of both projects, the Project Manager is responsible for all stages of the project which includes planning, design, execution, and budget and follows up.

This person is responsible for project monitoring, quality assurance, Group collaboration, information and achievement of the objectives.

## **Reporting**

Line reporting will be decided by the location of the postholder, and which organisation's office they're hosted by (see location).

The project manager will be supported by a full time administrator, recruited once the location of the project manager is agreed.

## **Location**

The location is flexible, and will be determined by the home country/a country in which the successful candidate is eligible to work, provided it is in a jurisdiction where any member of Joining Forces is registered to operate. From a practical perspective, given the location of most of the project participants, there is a preference for time-zones +/-2 hours from CET. The postholder will be placed on a local contract.

## **Essential duties and responsibilities**

### Coordination

- Facilitates development of the work plans and budget, ensuring ownership and agreement across the stakeholders.
- Oversees and monitors implementation of the Ending Violence and Child Rights Now plans and ensures the groups' delivery of agreed actions and Work Plan activities.
- Organizes virtual and face-to-face meetings of the groups including any meeting the group and/or members of the groups may have related to Joining Forces.
- Liaises with the national focal point persons for the two projects
- Facilitates relations and communications across and between the two groups, and with the CEOs of the six supporting organisations.
- Coordinates regular communications for both groups that enable timely sharing of information.
- Facilitates the production of papers (Concept Notes, ToRs, etc.).
- Prepares presentations and any other public and/or internal engagement to present the work and results of the group.
- Calls attention of both chairpersons in case of conflicting messages/instructions, load issues etc. relating to the project manager and her/his staff.

## Information

- Work with the chairs in developing the agenda for virtual and face-to-face meetings.
- Provide members of the group with relevant documents and pre-reads for virtual and face-to-face meetings.
- Track and report against progress for objectives and key performance indicators
- Ensure that an up-to-date list of the groups' membership and emails is maintained.

## **Skills**

Required:

- Education to Bachelor's degree level; Masters degree in a relevant field an advantage
- Extensive project management experience in a complex organizational setting
- Relevant experience in the development, humanitarian, human rights or child rights sector, or a related sector
- A high level of written and spoken communication skills
- Experience of working in multicultural environments, participation in networks and coalitions, and working effectively in non-hierarchical setting
- Understanding of multi stakeholder funding processes, and an ability to manage them and transparently report on them (in cooperation with finance experts from the six organizations if required)
- Excellent written and spoken English. Other languages are an asset, but not a prerequisite
- Experience of working directly on child rights and/or the Sustainable Development Goals is an asset.

## **Competencies**

**Communicating Information Effectively:** Communicates in writing and speaking clearly and persuasively. Facilitates appropriate information flow amongst members.

**Practicing Innovation and Change:** Develops new and innovative ways to improve strategy and engagement to create new opportunities. Assesses problem situations to identify causes, gathers and processes relevant information, generates possible solutions, and makes recommendations and/or resolves the problem.

**Building collaborative Relationships:** Works cooperatively and effectively with others in a non-hierarchical setting to establish goals, resolves problems and makes decisions that enhance organizational effectiveness. Manages complexity and drive for results.

**Achieving Quality Results:** Sets priorities, develops a work schedule, monitors progress toward goals, and tracks details/data/information/activities.

**Managing relations:** Carries out her/his relations within the working group and across the global projects with tact and diplomacy as relations are developed with senior level staff.

### **Recruitment Process**

The recruitment process is managed on behalf of the six organizations through the HR-Department of Save the Children International in London. Final interviews will be conducted by a panel representing the two steering teams and chaired by the two steering team chairs.

To apply, send a CV/résumé and cover letter to [info@childfundalliance.org](mailto:info@childfundalliance.org)