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| **TITLE:** Regional Change & Deployment (C&D) Manager ESA/WCA |
| **TEAM/PROGRAMME:** Transformation Delivery | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.** |
| **GRADE**: C - Mid - Senior Level | **CONTRACT LENGTH:** Permanent |
| **CHILD SAFEGUARDING:**Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder 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:** The Regional Change & Deployment Manager is a role sitting within the Change and Deployment Team that has been created to deliver a number of high priority projects implementing new systems and business processes across Save the Children International (SCI)’s 55 country offices. The Regional Change Manager has responsibility for managing the change & deployment activities for these priority projects across a number of locations. They are responsible for ensuring all key office stakeholders understand the C&D methodology and its application, facilitating and supporting the offices with each project rollout and consolidation, ensuring active office engagement and ownership to achieve a successful implementation.For 2024/25 the role will be responsible for completing change and deployment activities relating to the implementation of a new operating model for Save the Children as well as the automation of key business processes such as cash and voucher assistance. This will include supporting a designated portfolio of country offices across the ESA (East & Southern Africa) and WCA (West & Central Africa) regions. At least 40% of the time is expected to be spent travelling to support country offices. |
| **SCOPE OF ROLE:** **Reports to:** Regional Transformation Lead **Role Dimensions**:* Reports functionally to Regional Transformation Lead
* Close co-operation with the project teams, process owners and Management Team Members of the countries and the region
* Frequent sound boarding with all members of the C&D Team on progress, issues and approach
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| **KEY AREAS OF ACCOUNTABILITY :** **Change & deployment guidance:*** Train and coach relevant country and regional office staff in the methodology for C&D
* Facilitate the development of a high quality C&D country plan per project, which fully addresses the roll out and consolidation into business as usual
* Ensure a full understanding of business processes and systems to be implemented (Technical Trainers will support in this)

**Ensuring effective and timely implementation:*** Verify the comprehensiveness of country plans for roll out and consolidation, and provide constructive feedback
* Proactively identify risks, ensure these are addressed and mitigated by the country, regional or centre office

**Communication:*** Facilitate the engagement of relevant country staff and stakeholders, encouraging a culture of taking responsibility for both resolving issues and celebrating successes
* Influence and oversee increased transparency on project progress, reporting independently on country status
* Proactively interact with all necessary stakeholders who can support preparation, roll out and consolidation per country
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for effective and timely preparation, roll out and consolidation of all selected project implementations in all assigned countries
* holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the countries and region accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit within the SCI C&D approach, providing the necessary guidance to improve performance

**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
* 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 C&D team, country staff, regional management team and PMO
* 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 / equivalent work experience |
| **EXPERIENCE AND SKILLS*** Demonstrated experience and capability of leading, facilitating and influencing change and the delivery of major projects affecting business processes and systems in the field
* Proven ability to work in a large complex and highly networked matrix organisation and influence through ‘soft power’
* Previous experience of, and highly effective in, the guiding and coaching of others towards successful delivery
* Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in
* Excellent interpersonal skills, a proven ability to engage stakeholders
* Knowledge and experience of working within a standardised project methodology
* A strong results orientation and proactive approach
* Excellent communication skills, fluent in written and spoken both English and French
* Competent in MS Word, Excel and PowerPoint
* Willingness and ability to travel within the region for circa 40%
* A commitment to Save the Children values

**Desirable*** Prior experience within an INGO
* A third language – either 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. |
| **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. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Carlo Vavassori** | **Date: 7th July 2023** |
| **JD agreed by: Beth Lister** | **Date: 7th July 2023** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |