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| **POSITION TITLE:** Education Specialist |
| **TEAM/PROGRAMME:** Program Development & Quality (PDQ) | **LOCATION:** Erbil with frequent visits to the field |
| **GRADE**: 3 | **CONTRACT LENGTH:** 1 year renewable  |
| **Child Safeguarding:** Level 3:  the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** As a member of the Programme Development & Quality (PDQ) Team, the Education Specialist will be responsible for developing and articulating a full spectrum Education strategy including humanitarian, early recovery and development. In close coordination with the program operations team, the Education Specialist will provide technical guidance and oversight in the development, implementation, monitoring and reporting of all education activities, ensuring that they are implemented in a high quality and timely manner. This includes developing and implementing technical capacity building plans for SCI and partner teams. The Education Specialist will be a technical lead on developing high quality concept notes and proposals in close coordination with awards, partner organizations and the field teams. Develops and maintain strong relationships with Government, UN, INGOs and local partner counterparts. The Education Specialist will represent SCI and ensure ongoing coordination in the humanitarian Cluster/working groups and with the Department of Education at KRI and Governorate level and Federal Ministry of Education-Iraq, closely collaborating with SCI advocacy and communications team.  |
| **SCOPE OF ROLE:** The Education Specialist sits in the Program Development and Quality unit, and works closely operations Senior Manager, Filed Managers/Area Managers, Partners, Cluster and DoE/MoE. **Reports to:** Head ofPDQ **Country Dimensions:** The ongoing Iraq crises have left more than 3.7 million school-age children. This includes over 1.4 million displaced children and 1 million children in host communities and 597,200 children who have recently returned to their homes after been in displacement sites. All affected children have witnessed violence, disruption to their learning and lack of education support in terms of space or educational materials. The key challenges children face to access education in Iraq are lack of spaces, unsafe environments, low quality of teaching, policies and shortage of funding for education. **Number of direct reports: 0** |
| **KEY AREAS OF ACCOUNTABILITY:** **Programme Development and Support:*** Lead on developing a full spectrum Education Strategy and contribute to Save the Children’s country strategy. The development of strategy should be in collaboration with SCI education team in the field and key stakeholders such as department of education, UN and national education counterparts.
* Works closely with SCI teams across various departments (Program operations, MEAL, Advocacy and Communications) to ensure a unified Education Strategic vision
* In close collaboration with other sector specialists, ensure Education Strategy efficiently integrates with other sector approaches, ensuring holistic child development across sectoral lines (Child Protection, Child Rights Governance, Livelihoods etc.)
* In coordination with Awards Management Unit, lead on fundraising for the Education sector, including development of high quality concept notes and proposals, and engagement with donors’ technical advisers
* Contribute to and ensure quality implementation for education programmes and donor reports are in compliance with internal Save the Children requirements and any relevant external donor requirements.
* Works closely with the HR team, lead on identifying Education staffing needs (national and international) and ensure rapid recruitment, induction and training of new staff
* Works closely with MEAL team to lead on designing Education technical assessments in coordination with other SC thematic areas and other external sector agencies, ensuring assessments are clearly identifying children’s education needs.
* Working closely with the MEAL team, put in place a national Education sector MEAL plan, ensuring that the MEAL plan is linked to reporting requirements. Ensures proper training is provided to education staff in field on how to collect comparable and aggregated quality data.
* Working closely with MEAL team to support information management and lead on technical analysis of data and technical reporting of the assessments.
* Provide technical support to Education teams through regular monitoring visits to the field offices to ensure quality programming is being implemented
* Ensure child participative principles is institutionalized within education programming.
* Ensure that the minimum standards of humanitarian relief are maintained in accordance with the Sphere Standards, INEE and Red Cross Code of Conduct.

 **Capacity Building:*** Develop learning needs assessment and capacity building plans for both SC and partner staff, linking capacity building initiatives to wider opportunities identified via coordination and networks.
* Coach and mentor partner staff, Education Team and national level counterparts and link in to wider organisational talent development mechanisms.
* Oversee development and delivery of technical training materials that will improve aspects of Education work within the partner organizations and across Save the Children

**Representation, Advocacy & Organisational Learning:*** Represents Save the Children in Education in Emergencies Working Group and Cluster. Works with UNICEF and others to develop high quality sector strategy documents (HRP, HNO, etc.) and represents the sector in regional and national forums. This may involve taking on a co-chairing role where needs demand.
* Work in close collaboration with Department of Education in representing Save the Children in the Education Cluster, ensuring Save the Children representation at Federal, KRI and Governorates levels.
* Ensure that Save the Children's planning and work is coordinated with efforts of other agencies and Government, and take a leadership role within Interagency Coordination forums (including the Inter Cluster Coordination Group and Education in Emergencies Advocacy Working Group), ensuring the specific needs of children are being addressed.
* In collaboration with Child Rights Governance, lead key policy and advocacy initiatives and turn these into action with local and national stakeholders feeding into international advocacy efforts.
* Play a leadership role in shaping Education English and Arabic communications and media priorities in line with thematic priorities and collaborate with Communications, Advocacy and Program Operations to ensure quality communication products and visibility materials.
* Take the initiative in linking global SCI resources with Country office, documenting lessons learnt, best practice and case studies to shape in-country strategies and programme approaches, and contribute to broader sector learning.

**General:**Demonstrate leadership in relation to Save the Children policies and practice with respect to child safe guarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures. |
| **SKILLS AND BEHAVIOURS (our Values in Practice)****Accountability:*** Accountability for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* 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 education team (and himself), takes responsibility for his own personal development and encourages others to do the same
* Widely shares his personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically

**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
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| **QUALIFICATIONS AND EXPERIENCE:****Essential:*** Master’s Degree in Education, International Relations, Development studies or similar field
* **Minimum 7 years’ experience of working in Education** programmes in a humanitarian or development context including at least 1 year working internationally with technical specialities in ECD, EiE and inclusive education.
* Previous experience of working with a large Education team of international and national staff
* Capacity to support the development of monitoring & evaluation systems in large complex programmes
* Demonstrated ability to set up learning and development processes for a large Education team
* Previous experience of implementing awards funded by institutional donors with medium to high levels of compliance requirements, e.g. ECHO, CIDA, USAID, OFDA, DfID. European donors, European Commission or Scandinavian experience is preferred.
* Knowledge of key education standards, in particular INEE
* Proven ability of mentoring, coaching and training on Education related topics.
* Experience of senior level representation
* Experience of developing and negotiating successful partnerships with institutional donors
* Ability to write clear and well-argued assessment and project reports
* Excellent communication skills
* Proven ability to influence change at an operational and strategic level.
* Politically and culturally sensitive with qualities of patience, tact and diplomacy
* a high level of written and spoken English is required

 **Desirable*** Experience or knowledge of working and living in relevant regions/contexts
* Speaks Arabic
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| **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. |
| **Additional job responsibilities**The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Date of issue: 10th August, 2017 Author:**  |
| **Signature of Supervisor: Signature of Supervisee:** |