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| **TITLE:** Humanitarian Partnership Adviser |
| **TEAM/PROGRAMME:** IP Operations department, with a dotted line into the Humanitarian team  | **LOCATION:** London, with up to 20% international travel. Other existing SC locations may be considered. |
| **GRADE**: TBC | **CONTRACT LENGTH:** 6 months  |
| **CHILD SAFEGUARDING:** Level 1: The post holder will not have direct contact with beneficiary children. However, the person needs to fully adhere to and be able to explain the Child Safeguarding policies and procedures of Save the Children.  |
| **ROLE PURPOSE:** The purpose of the humanitarian partnership manager position is to support implementation of the Humanitarian Partnership Working Group (HPWG) workplan, with particular emphasis on further linking humanitarian partnership tools into the Partnership Framework and other SC systems. This role will also manage the rollout of the humanitarian toolbox across SC and SC functions. This includes: * Follow up on remaining process for humanitarian tools coming out of the February/March 2017 Amman Humanitarian tools workshop,
* Ensure adapted humanitarian tools are adequately aligned with SC’s formats and uploaded on appropriate platforms (e.g. QF, PF and Programme Principles).
* Develop a plan to address gaps according to “Mapping of Humanitarian Systems and Tools in SC” recommendations and HPWG F2F and tools development workshop follow up points.
* Plan, develop and roll-out training modules in close cooperation with the Humanitarian Capacity Building Group and the Humanitarian Surge Working Group and commence roll-out according to plan,
* Support Head of Partnerships to implement organisational adjustments needed to adhere to Grand Bargain principles and CHS verification outcomes aimed at operationalizing local partnerships,
* Support regional Partnership focal points on humanitarian partnership issues,
* Prepare and deliver a “Recommendations/Strategy” paper for the way forward for humanitarian partnerships within Save the Children.

In the circumstance of a major event/deadline/incident or risk related to the partnerships work, the role holder may be expected to work outside the normal job description and be able to vary working hours accordingly.*After the end of the 6 months contract there is a possibility of moving into a member-based Partnerships Humanitarian Surge Team (HST) position in Save the Children Denmark based on performance review. A HST position is expected be deployable at all times for global emergency responses, assessments and other short-term assignments in fragile states, where Save the Children supports humanitarian programmes. A Save the Children Denmark HST Humanitarian Partnership manager supports SCI humanitarian operations with focus on partnerships management and capacity development, as well as undertake programme management and remote management roles at field level. Job description for the role available upon request.* |
| **SCOPE OF ROLE:** **Reports to:** Head of Partnerships, with a dotted line into the Humanitarian Director**Direct reports:** n/a**Role Dimensions**: This role provides time-bound support to the HPWG workstream implementation, in particular on humanitarian partnership toolbox structuring and rollout, and works closely with the Head of Partnerships, the HPWG and regional partnership focal points. The Head of Partnerships is expected to carry forward the humanitarian partnership work throughout the additional support period in close cooperation with the Humanitarian Partnership advisor and after. |
| **KEY AREAS OF ACCOUNTABILITY:** **Priorities** * Humanitarian toolbox compilation and further plan
	+ Ensure humanitarian adapted tools are aligned with SC formats and translation plan developed,
	+ Ensure humanitarian adapted partnership tools are formally endorsed, e.g. through GPDs, relevant SC leadership and QF update process,
	+ Ensure humanitarian adapted tools are linked into relevant SC documents (e.g. Program Principles and Humanitarian Documents)
* Humanitarian toolbox gaps:
	+ Develop a realistic action plan to address gaps according to “Mapping of Humanitarian Systems and Tools in SC” recommendations and HPWG F2F and tools development workshop follow up points,
* Toolbox roll-out
	+ Develop a movement-wide prioritised toolbox roll-out plan taking into consideration the diverse needs for humanitarian partnership capacities across SCI entities and functions, as well as diverse training platforms (e.g. SHIP, induction, HST CO support),
	+ Continue development of training modules on humanitarian partnership tools using diverse methodologies e.g. F2F trainings, on-line, simulations/case based approaches,
	+ Test, adjust and roll-out trainings/modules on humanitarian partnerships in one region and on global platforms,
	+ **All of the above roll-out initiatives will take place in close cooperation with the Humanitarian Capacity Building Group and the Humanitarian Surge Working Group**
* Emergency Preparedness Processes
	+ Further develop SC partnership EPP guidelines and processes directed at partner cooperation,,
	+ Support on-going SC process of rolling out of selected EPP processes, with a special focus of the position on partners in the prioritised EPP countries and other COs focused on EPP and partners
	+ Support testing and roll-out of partner EPP guidance/partner EPP integrated in EPP processes
* Support to SC partnership capacities
	+ Function as humanitarian partnership backstopping for surge deployees
	+ Support Head of Partnerships to implement organisational adjustments needed to adhere to Grand Bargain principles and CHS verification outcomes aimed at local partnership operationalization,
	+ Support Head of Partnerships to follow up on RTR findings, Humanitarian Partnership KPIs and development of Humanitarian Partnerships Recommendation/Strategy paper,
	+ Support Head of Partnerships to further promote and integrate humanitarian partnerships in SC’s strategic approaches, prioritised current processes and systems according to SC requests,
	+ Support the Head of Partnerships to take forward the SC dependent humanitarian partnership work after support period finalizes,
	+ Support regional Partnership focal points on humanitarian partnership matters
* Humanitarian Partnership Working Group liaison
	+ Work closely with the HPWG and support information flows between SC centre and the HPWG
* Humanitarian Leadership Academy
	+ Together with the Head of Partnership define and form the cooperation with the HLA and explore potentials for working with HLA on sector-wide exchange initiatives
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| **BEHAVIOURS (Values in Practice**) **Accountability:*** Holds self- accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds teams 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 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 team, colleagues, Members, partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.
* Values local knowledge

**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 AND EXPERIENCE** **Essential*** A solid background in on-the-ground humanitarian responses,
* Experience in working with partners in humanitarian settings (local, national and regional),
* Experience with development and implementation of trainings, preferably through a range of methodologies,
* A clear understanding of the Grand Bargain, the localization agenda and CHS
* An in-depth understanding of humanitarian standards and principles,
* An in-depth understanding of humanitarian response and funding mechanisms
* Proven leadership abilities, with the ability to motivate and hold others to account,
* Excellent people, networking and diplomacy skills,
* A willingness and ability to travel internationally for up to 20%

**Desirable*** Knowledge of Save the Children systems and international programming operations,
* A second language, preferably French, Spanish 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 reason consistent with his/her 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. |
| **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: Katja Rosenstock on behalf of the Humanitarian Partnership Working Group** | **Date: March 2017** |
| **JD agreed by: SC Humanitarian Partnership Working Group** | **Date: May 2017** |
| **Updated By:**  | **Date:**  |
| **Evaluated:** | **Date:** |