|  |  |  |
| --- | --- | --- |
| **JOB TITLE:**  Leadership Communications Advisor | | |
| **TEAM/PROGRAMME:**  CEO Office | **LOCATION: UK** or any existing Save the Children International Regional or Country office **Worldwide (**within 5 hours time difference from GMT) | |
| **GRADE**: C Mid-Senior level | **Type of Contract:**  Fixed term – 11 months (Maternity Cover starting mid-June 2023) | |
| **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 Leadership Communications Advisor is responsible for implementing Save the Children International’s internal leadership communications and engagement strategies to engage and inspire employees across the organisation, and build trust in Save the Children leadership and the organization’s strategy and direction.  This role is part of the CEO Office, which is a small and agile team supporting the CEO on a day-to-day basis, with the smooth running of management and governance processes in a complex international federated organisation that works in over 100 countries.    The role requires strong skills in communications strategy development, internal communications and engagement, and senior stakeholder management skills. The role holder will need to stay abreast of what is happening across the organisation, have their “ear to the ground” to know what staff would like to hear from leadership about, and pro-actively and confidently advise the senior leadership team around communications opportunities on an ongoing basis depending on current events.  The role holder will need to be able to work under pressure and manage many time-sensitive and competing priorities simultaneously while meeting deadlines.  The role holder will work in a highly collaborative manner with SCA/SCI leadership, the CEO Office, the Internal Communications Unit and Global Communications Team. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of CEO Office with dotted line to Head of Corporate Communications  **Staff reporting to this post:** none  **Budget Responsibilities:** no direct responsibility  **Key internal relationships:** CEO of Save the Children International, the Senior Leadership Team, CEO Office Team, Internal Communications Unit, Corporate Communications Teams, Global Media Unit, External Relations Advisor to the CEO, Membership and Organisational Development Team, Company Secretary, Extended Leadership Team, Centre Employee Forum and Staff Networks. | | |
| **KEY AREAS OF ACCOUNTABILITY:**   1. Implement our newly developed leadership internal communications strategy to engage and inspire staff across the organisation. 2. Work closely with the Internal Communications Unit and other key stakeholders to develop, implement and evaluate quarterly/annual leadership communications and engagement plans that further leadership priorities, in line with the leadership internal communications strategy. 3. Develop inspiring communications adhering to defined CEO internal communications guidelines to ensure a strong, consistent and compelling voice, working closely with the External Relations Advisor to ensure alignment with external voice. 4. Work with the Head of CEO Office and Senior Manager (CEO Office), provide senior counsel to the CEO and Senior Leadership Team on key issues and the implications of decisions made on staff engagement 5. Manage leadership communications to staff and internal stakeholders such as Member CEOs during internal/external crises and issues of concern. 6. Work with the Corporate Internal Communications team to identify opportunities to raise the profile of the CEO and Senior Leadership Team to staff 7. Build trust and communications opportunities between employees and the SCA/SCI CEO and Senior Leadership Team. 8. Manage SCA/SCI CEO communications with leadership stakeholders across the Save the Children movement including Member CEOs and the SCA/SCI Board of Directors. 9. Support communications between the SCA/SCI Board of Directors to staff, working closely with the Deputy Company Secretary 10. Support communications for key internal movement-wide initiatives and leadership meetings, including Save the Children’s annual Members Meeting | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values   **Ambition:**   * sets ambitious and challenging goals for themselves, takes responsibility for their own personal development * 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 and Members * 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 | | |
| **QUALIFICATIONS**  Educated to degree level or qualified by relevant professional experience. | | |
| **EXPERIENCE AND SKILLS**   * Proven success in developing and implementing leadership communications and engagement strategies, with a focus on internal communications and employee engagement * Exceptional written communication skills in English, with a proven ability to distil large amounts of information * Demonstrated success in delivering high-quality communications, products or tools targeting a diverse range of audiences * Proven success in developing and implementing leadership communications and engagement strategies, with a focus on internal communications and employee engagement * The ability to liaise and communicate effectively with a broad range of people at all levels, across different cultures and to act with credibility, discretion, tact and diplomacy * Self- motivated, proactive and ability to work autonomously * Proven ability to work in a highly confidential environment * A strong attention to detail * Experience in supporting senior stakeholders, gaining trust and confidence. * Exceptional planning and organisational skills, with an ability to meet deadlines and manage multiple demands and competing priorities, while maintaining high quality standards. * Significant ability to work in a fast-paced environment and to adapt work plans flexibly depending on opportunities and current events * Demonstrated commitment to Save the Children’s mission and values * Willingness to travel (up to 15%)   **Desirable**   * Fluency in other languages – e.g. Spanish, French, Arabic * NGO experience | | |
| **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:** Natalie van Maaren | | **Date:** 25 January 2023 |
| **JD agreed by:** | | **Date:** |