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| **TITLE:** Response Team Leader – Humanitarian Surge Team | | |
| **TEAM/PROGRAMME:** Global Expertise and Humanitarian Surge Platform (GEHSP) | | **LOCATION:** Flexible – within countries where there is a Save the Children presence and staff can be compliantly hired.  Frequent travels required, including to remote and/or insecure locations |
| **GRADE**: | | **CONTRACT LENGTH:** 2 years |
| **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; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  As part of our humanitarian ambition and 2030 global strategy, Save the Children has implemented the Global Expertise and Humanitarian Surge Platform (GEHSP) to further improve the efficient deployment of high-quality surge staff to support the delivery of our Humanitarian Responses directly and in collaboration with SCI partners.  The GEHSP is responsible for:   * Ensuring our humanitarian responses have access to suitably skilled and experienced staff they need to deliver a high quality and timely humanitarian response; * Managing the end to end deployment process for all surge deployments; * Identifying and developing future humanitarian surge staff to meet the needs of our responses; * Identifying new and innovative ways to meet the surge needs of our responses.     HSTs work alongside country, regional and member teams to support the scale up and management of international and domestic emergency responses, enabling positive change for children. The role of the surge staff varies depending on the needs of the response and could include:     * deploying in the first days or hours following a natural disaster or crisis to lead the first phase of a response to sudden onset emergency; * supporting ongoing emergency response and recovery work through providing advice, guidance and expertise in a specific skill area; * providing short term interim cover for country office staff; * supporting delivery of capacity building initiatives.   The Team Leader will generally be rapidly deployed to set up and manage a Category 1 or 2 humanitarian response – especially in initial stages of the emergency (first or second phase), and to provide response oversight and strategic direction to the country programme in collaboration with the Country Director and the Operations and/or Humanitarian Director, mainly in regards to humanitarian programming. In rare occasions, the Team Leader will be deployed to out of area responses and will be reporting directly to the relevant regional office or SCI centre.  The Team Leader is responsible for identifying needs and resources and elaborating programmatic, operational, strategic and leadership recommendations for the emergency response in line with Save the Children national and global priorities. The post-holder will develop and manage programmes or country support functions and negotiate and network at an international level. They will ensure that all relevant Save the Children policies and procedures with respect to child safeguarding, safety and security, code of conduct, equal opportunities and other relevant policies are in place. The post holder will play a leading role in the effective scale up and management of Save the Children emergency programmes to increase impact and enable positive change for children. | | |
| **SCOPE OF ROLE:**    **Reports to:** Overall to Deployment Manager, and Country Director when deployed  **Staff reporting to this post:** Response Management Team when deployed – TBC  **Budget Responsibilities:** Yes - Portfolio varies depending on the size of a response  **Role Dimensions**: Response Team Leader is one of the first responders in any humanitarian responses. The post holder is expected to work collaboratively with the existing Country Office team to set out the response strategic direction and to set up operational platforms which enable rapid and safe scale up of the response. In some occasions, the post holder may need to set up the operations from the ground. | | |
| **KEY AREAS OF RESPONSIBILITY:**   * Assume overall oversight of country-wide or regional, most often categorised as Category 1 or 2 emergency response in collaboration with the Country Director and other relevant CO SMT members, or where applicable set up response programmes in countries with no SC presence. * Be prioritised to deploy in initial stages (first or second phase) of sudden onset emergencies. * Ensuring strict compliance of programme activities with Save the Children national and global policies and procedures and with relevant donor regulations and agreements, SPHERE guidelines and the NGO code of conduct. * Lead on country or regional level strategic planning for the humanitarian response to ensure an effective emergency response in all of its phases of delivery. * Having oversight over the development of relevant master budgets, aligned with the Response Strategy objectives, for the duration of the response and for multiple sites and multiple sectors where appropriate. Take overall leadership on the implementation of the Response relevant national level budgets, while keeping relevant stakeholders informed and ensuring any corrective actions are taken where required. * In coordination with relevant (E)SMT level members from both the Response and CO teams, ensure the preparation of a timely programme delivery and submitting the donor reports on project activities in compliance with internal SCI requirements and any relevant external donor requirements. * Ensuring that the relevant project monitoring plans and systems for identifying and tracking the indicators and develop processes/procedures and forms to support monitoring and inform learning are established and implemented. * Ensure optimal safety and security management procedures and practices are in place for the emergency response programme and continually monitor the safety and security situation, adapting staff safety and security procedures accordingly in collaboration and cooperation with the Country Security Manager. * Oversee effective functioning of Supply Chain and other SCI systems (PRIME, ProSave, Oracle) to procure, store and distribute stock, supplies and services for the timely delivery of project objectives at national level. * Ensure strong accountability to beneficiaries. * Plan, identify and resource appropriate and effective structure & staffing needs for entire response; In liaison with the HR Director ensuring that personnel policies are in accordance with national laws) * Oversee the development & implementation of staff well-being (policy) and ensure appropriate staff well-being and R&R policy and processes in place.   *Capacity Building:*   * Ensure that capacity building plans and performance management systems are in place to develop the requisite competencies in staff to ensure ongoing sustainability and quality of response * Coach and mentor international staff and national level counterparts and link into wider organisational talent development mechanisms.   *Representation & Advocacy & Organisational Learning:*   * Represent Save the Children’s emergency response on a national, regional and international level to donors, the media and members of the humanitarian community. * Help shape broader sector strategies through influence of and leadership within inter-agency coordination forums, ensuring the specific needs of children are being addressed. * Regularly undertake high level representation and advocacy with Government partners and officials as well as donor representatives. Establish systems for communication with local Government partners, relevant line departments and community representations in the project area(s). * Lead on organisational level operational practice, innovation and learning in consultation with Humanitarian team. * Ensure SCI response review framework is implemented, and lessons learnt / recommendations followed up   *General:*   * Comply with Save the Children policies and practice with respect to child safeguarding, code of conduct, health and safety, equal opportunities and other relevant policies and procedures. | | |
| **COMPETENCIES FOR THIS ROLE:**   1. **Leading and Inspiring Others**   Demonstrates leadership in all our work, embodies our values, and articulates a compelling vision  to inspire others to achieve our goals for children.  **Level required: Leading Edge**   1. **Problem Solving and Decision-Making**   Takes effective, considered and timely decisions by gathering and evaluating relevant information  from within or outside the organisation.  **Level required: Accomplished**   1. **Networking**   Builds and uses sustainable relationships and networks to support the work of Save the Children.  **Level required: Accomplished** | | |
| **QUALIFICATIONS AND EXPERIENCE**  **Essential**   * Experience of working in first or second phase sudden onset emergencies in a senior management role. * Extensive experience of working within a senior management role and within a complex country programme in an emergency response or fragile state setting; and/or extensive experience of setting up responses in out of area contexts (either where no SC presence or CO presence); and/or extensive experience of working in high income contexts * Previous experience of managing programme teams in large-scale/complex, first phase emergency response is essential. * Degree or equivalent field experience * Senior management experience of leading a diverse, multi-function and/or multi-sector team at a Country Director or other relevant SMT level. * Experience of managing multi-donor, multi-site programmes (including ECHO, DFID and OFDA) of GBP 5m+ in a first phase response at regional or country level * Multi-site security management in insecure environments * Experience of international level representation with key stakeholders, and co-ordination with other NGOs/UN * Experience of international media representation and advocacy * Experience of M&E and beneficiary accountability systems in large complex programmes * Experience of developing and negotiating successful partnerships with institutional donors * 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 * The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances. * Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support. * Fluency in English and French (or Spanish)   **Desirable**   * Fluency in Portuguese or Arabic. | | |
| **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:** GEHSP | **Date:** Jan 2024 | | |
| **JD agreed by:** | **Date:** | | |
| **Updated By:** | **Date:** | | |
| **Evaluated:** | **Date:** | | |