

## JOB DESCRIPTION

POSITION	Head of International Portfolio Management Department
AREA/DEPARTMENT	Direzione International Programmes and Advocacy
PLACE OF WORK	Save the Children Italia Onlus (Roma)
REFER TO	International Programmes and Advocacy Director
PEOPLE MANAGEMENT	Yes
BUDGET MANAGEMENT	Yes
TYPE OF CONTRACT	Fixed term
SALARY	€ 43.000 - 48.000 Gross Salary
CSP LEVEL	3

### INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organisation for children.

**OUR VISION** is a world in which every child attains the right to survival, protection, development and participation.

**OUR MISSION** is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC IT) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

### SAVE THE CHILDREN'S VALUES

**ACCOUNTABILITY:** We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

**AMBITION:** We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

**COLLABORATION:** We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

**CREATIVITY:** We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

**INTEGRITY:** We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children.

To finance our work we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

## CHILD SAFEGUARDING POLICY

At Save the Children Italy we are committed to the safeguarding and protection of children in our work. Save the Children believes that a child or young person should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of children and protects them from harm. Our Organization has a zero tolerance approach to any harm to or exploitation of a child by any of our staff, representatives or partners. Save the Children expects the highest standards of behavior from all its staff when dealing with children. Those who are representing Save the Children must adhere to the Child Safeguarding Policy, both in their private and professional lives

Save the Children Italy will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us.

## JOB PURPOSE

As a senior member of the International Programs and Advocacy , the Head of Portfolio Management Department has a key role in delivering Save the Children Italy international strategy , with a high level accountability over the sound management of SC It international programme portfolio, the development of a sustainable portfolio in line with the strategic focus of SC It as well as management of the portfolio associated risks. In particular, he/she will have responsibility over the following key areas of Save the Children Italy International Programs:

- **Management of IP Portfolio:** guarantees that the development of the portfolio is aligned with Save the Children Italy strategy and contributes to COs and ROs strategic ambitions; guarantees that mechanism are in place for an optimal and efficient support to SCI program delivery; accountable for ensuring that risk mitigation strategies are developed; leads on SC Italy international portfolio budget and flexible funding allocations; is accountable for meeting SC Italy portfolio KPIs; leads a team that is responsible for an efficient and effective “end to end” awards management function, including overall compliance with institutional and non-institutional donors’ requirements.
- **Support to Fundraising:** ensures funding opportunities are channelled appropriately towards meeting SC Italy and COs strategic objectives; provides Go-No Go first level decision for IP over feasibility of funding opportunities, supports Donor engagement when necessary and ensures his/her team supports production of relevant content for FR, reporting to Donors and Comms needs
- **Sponsorship:** the IP Portfolio department leads on SC Italy IP engagement with Sponsorship programmes in line with the set strategy

**Humanitarian:** oversees the work of the humanitarian team ensuring delivery of the humanitarian strategy of SCIt and providing relevant support to SCI in delivering humanitarian responses

## RESPONSIBILITIES

- **As member of the Save the Children Italy IP leadership team:**
  - Leadership of the Save the Children Italy Portfolio management team.
  - Support the development of an organisational culture that reflects programming in all contexts, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and supports people to deliver outstanding results
  - Help design and implement a coherent organizational structure that is consistent with agency practices and appropriate to program needs
  - Help establish, maintain, and improve active and regular working relationships with relevant stakeholders, including donors, partner agencies including major institutional donors, and NGOs.
  - Participates in SCI forums, working groups, steering groups and others as senior representative of Save the Children Italy.
  - Provides to the IP&A strategic direction about SC Italy programme portfolio.
  - Has ultimate responsibility in ensuring that funding opportunities are channelled appropriately
  - Participates in the Save the Children Italy strategic definition process.
  - Ensures that ways of working with other functions of IP are established for the processes that are owned by the portfolio teams and proactively engages towards making sure that the different functions are working effectively together, implementing mechanisms to foster collaboration
  - Engages with SCI on high level programme and operations discussions
  - Provides a steer on SC Italy engagement with Countries and Regions.

### **Programme Portfolio management and Award management:**

- As line manager of the Portfolio and Humanitarian Teams, has the ultimate responsibility for ensuring that mechanisms are in place for quality management of all phases of the programme cycle and programs are developed in line with Save the Children Italy strategic directions. Serves as overall budget holder for the Save the Children Italy IP budget
- Strengthens the team organisational readiness to respond to emergencies.
- Ensures humanitarian contributions of SC Italy are raising the organizational profile as well as addressing key needs at global level
- Has accountability over risk management of IP portfolio and acts as IP focal point for risk management.
- Ensures effective budgeting process and budget monitoring of the IP Overall Portfolio
- Oversees SC Italy programmatic engagement with Sponsorship programmes
- Oversees a team that ensures effective and efficient end to end awards management
- Ensures KPIs set for portfolio and award management are met and holds team members accountable for it
- Drives continuous improvements and adaptation to the evolving SCI/SCA processes, systems, change projects keeping a dynamic and flexible approach to reach excellence, efficiency, effective support to COs



### **Programme and Portfolio development**

- Ensures that of the programme investments are strategic and sustainable and that they are functional to achieve SC Italy as well as the Global Strategy
- Ensures that flexible funding allocations are directed to strategic actions and leveraged in a way such to be functional to achieving SC Italy and COs Strategic objectives
- Ensures the portfolio team effectively supports proposal development for Institutional programmes and leads on proposal development for private funding
- Supports Donor engagement as required
- Provides direction for and facilitates Strategic Portfolio planning processes

### **Staff Management, Mentorship, and Development:**

- Ensures appropriate staffing within the Portfolio Management team.
- Ensures that all staff understand and are able to perform their role.
- Manage Portfolio Management team; defines expectations, provides leadership and technical support as needed, and evaluate direct reports regularly.
- Ensure the recruitment, training, and promotion of staff as appropriate and ensure availability of appropriate professional development opportunities for staff.
- Oversee that the staff proactively build and maintain technical skills and competencies required for leading and/or advising first class programs – both development and emergency programs

## **EXPERIENCE & QUALIFICATION**

- Degree/Masters degree in relevant areas
- Extensive experience (minimum 10 years) in development and humanitarian sector in managerial roles, both in the field and head quarters
- Previous experience in an International NGO  
Strong program management and budgeting skills and thorough knowledge of programmatic issues  
Previous successful experience in people management
- Fluent in English and Italian, both written and verbal

## **SOFT SKILLS**

- Capacity to relate to a different range of internal and external stakeholders
- Flexible and adaptable to changing context
- Pragmatic/solutions oriented/problem solver yet having strong analytical skills
- Capacity to navigate complexity
- Strong team player, able to work effectively with others towards the achievement of common objectives

## **OTHER**

- Commitment to Save the Children values

