

JOB DESCRIPTION

POSITION	Special partnership officer
AREA/DEPARTMENT	International Programs and Advocacy
PLACE OF WORK	Save the Children Italia Onlus (Roma)
REFERSTO	International Programs and advocacy director
PEOPLE MANAGEMENT	No
BUDGET MANAGEMENT	No
TYPE OF CONTRACT	Fixed term – maternity cover
SALARY	€ 26.000 – € 28.000 Gross Salary
CSP LEVEL	I

INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organization 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

To provide a cross cutting support to manage programs, communication and financial activities related to Bulgari partnership. Bulgari has been partnered with Save the Children since 2009, funding more than 100 programs. The **Special partnership officer** will ensure the supervision of programs implemented by members globally, the consistency of reporting with donor's requirements, the quality of communications materials provided by the Country Offices and an efficient funds allocation, in line with both Save the Children and donor's priorities.

RESPONSIBILITIES

Global Partnership program portfolio management

- Understand and support to manage donor's expectations
- Address key risks to projects/programs delivery and troubleshooting as necessary with internal stakeholders (country programs, finance, etc.)

Programme management & reporting

- Oversight of international domestic programs reviewing members' budget and proposals
- Development of the annual global report on program achievements
- Update (once per year) Bulgari funded programs' total reach
- Develop the financial global donor report
- Review financial and narrative reports of international members
- Review reports of the international portfolio in coordination with the regional program officers

Finance

- Ensure that SC IT domestic and international programs' budget is compliant with donor guidelines (i.e. COs supported, continuity of programs, thematic areas, emergency fund, flexibility of funds ..)
- Provide the finance team with budget and actuals of members' domestic programs
- Work with the finance team and portfolio to allocate eventual variance of funds (extra or lower income than estimated values) and programs' budget (under/overspend).
- Monitor members expenditures on a midyear base
- Contribute to the review the 3 year SC IT/members /pooler funding stream agreements

Content and Communication

- Supervise the quality of raw comms materials from the COs and members to ensure that contents are compliant with donor requirements



- Contribute to CO's capacity building. Provide guidance, network coordination, information updates and operational support to Cos for the submission of quality materials
- Contribute to the Development of the Program/Projects overarching content and communication

Field Visits

- Guide the definition of field visit calendar to ensure the best matching of COs programs availability with donor's expectation.
- Work with the Cos to define the best Itinerary and the liaise with the corporate/comms team for logistics
- Ensure a higher support and participation to complex trip (i.e. new COs).

Coordination on Bulgari program

Within SC IT

- Support the income allocation process according to estimated income and final year actual costs
- Coordinate with the global Key account manager on the contents for comms purposes and donor's funding requests.
- Coordination with corporate team on domestic program for proposal/reporting/budget

Intl network SCI/Members

- Coordination with other SC Members implementing domestic programs and contributing to the pooled funding stream
- Work with COs to ensure compliance with donor's requirements

EXPERIENCES & QUALIFICATIONS

- Degree/Master degree in political science, economics, communication, or related subject
- Good experience (**minimum 2 years**) in **communication, project management**
- Previous experience in an International NGO
- Good communication and financial skills
- Fluent in English, both written and verbal

SOFT SKILLS

- Able to work effectively with others towards the achievement of common objectives
- Capacity to relate to a different range of internal and external stakeholders
- Flexible and adaptable to changes
- Pragmatic/solutions oriented/problem solver yet having strong analytical skills

OTHER

- Commitment to Save the Children values

