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| **TITLE:** Head of Risk Facilitation | |
| **TEAM/PROGRAMME:** Risk Facilitation Hub | **LOCATION:** London, UK or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: B – Senior Level | **CONTRACT LENGTH:** Permanent |
| **LEVEL 3** – the responsibilities of the post may require the post holder to have regular contact with or access to children or young people. | |
| **ROLE PURPOSE:**  Save the Children has agreed an ambitious new strategy for 2022-24, which requires us to take risk to reach the world’s most marginalised children - often in complex environments. This ambition also requires us to have robust mechanisms for managing the risks that threaten the communities we serve, our brand, and our assets – including our people. Save the Children sees the effective management of risk (internal and external) and pursuit of opportunity as the responsibility of all staff, with business units across the organisation (i.e. ‘risk owners’) responsible for risk identification, assessment and mitigation in collaboration with other business units (the ‘first line’ of defence).  Reporting to the organisation’s Chief Risk Officer, this role supports in the development of the culture and systems needed for effectively managing risk in Save the Children. A key part of the organisation’s ‘second line’ of defence, the Head of Risk Facilitation is a leading risk professional in the organisation – enabling, monitoring and challenging business unit leads in collectively responding to organisational risk. The role holder is responsible for managing organisational processes and systems for identifying, analysing and managing risks.  The role holder will be the main professional advisor and delivery lead for the CRO in:   * supporting Save the Children’s Board and leadership to maintain a sound and dynamic position on risk and risk appetite, and drive continuous improvement in its processes for managing risk. This would cover both risks managed by Save the International (SCI) and risks shared across the 30 national members of the Save the Children Association (SCA). * building support for a strong risk management culture across Save the Children * ensuring that the principal risks facing Save the Children are identified, assessed, communicated to the Board and wider leadership; and that risk owners drive appropriate mitigations to manage risks within agreed risk appetite. * coordinating closely with other functions with second-line risk management responsibilities (including safety and security, people and organisation, legal, medical, construction, information security and data protection) to ensure a coherent approach – covering awareness, prevention, reporting, responding and survivor support. * strengthening systems to ensure compliance with key organisational policies, including by providing guidance and support to the network of Risk and Compliance officers in SCI country offices. * building sustainable capability in the ‘second line’ functions of SCI – high quality staff; strong and integrated processes and policies; and robust data systems. * representing Save the Children externally on risk matters, and ensuring that external best practice is understood and applied in Save the Children.   The role holder will work closely with the Risk Lead in the International Programmes team, including in providing the secretariat for a Risk Committee to oversee the risk management process (including risk management plans) from country offices, regions and centre functions. | |
| **SCOPE OF ROLE:**  **Reports to:** Chief Risk Officer  The role is part of the leadership team of the Risk facilitation Hub, and is one of 5 Direct reports of the CRO (alongside the Global Directors of Safeguarding, Counter-Fraud, and Insurance, and Save the Children’s incident management system)  **Staff reporting to this post:** Two – A data manager and data analyst. | |
| **SKILLS AND BEHAVIOURS (our Values in Practice)**  **Accountability**   * + Is accountable for the professional judgments made in delivering ERM work, and for role modelling Save the Children values   + Holds the team and partners accountable to deliver on their responsibilities – empowering them to deliver in the best way they see fit, and providing the necessary development tools   + Is able to drive accountability across the business through effective analysis and interpreting of complex sets of data and situations   **Ambition**   * + Sets ambitious goals for themselves, their team, and the organisation.   + Takes responsibility for their own personal development   + Is future orientated, thinks strategically and on a global scale   + Is actively involved in the profession and peer network, and supports the CRO in delivering modern, innovative risk management approaches.   **Collaboration**   * + Has the gravitas and experience to actively support the CRO in building alliances across the Association   + Builds a truly collaborative approach in the way the ‘second line’ operates with stakeholders   + Actively breaks down barriers to effective cross-organisational working.   + Values diversity, sees it as a source of competitive strength   **Creativity**   * + develops innovative and practical solutions, including leveraging data to drive outcomes   + has strong presentation skills, is self-aware enough in interactions with senior leaders to drive impact.   + skilled at scanning the horizon for emerging risks   + skilled at designing and delivering practical tools that support the effective management of risk and leveraging opportunity across the organisation.   **Integrity**   * + Honest and transparent; demonstrates highest levels of integrity & conduct   + Manages issues that are time-sensitive, highly confidential, and pose significant financial, legal and reputational risk to the global Save the Children brand.   + Challenges and supports the organisation’s standards on integrity and ethics. | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Policy and Processes**   * Drive continuous improvement in our risk management policy, procedures and tools. * Design and produce communications on ERM that keep stakeholders across the Agency apprised of ERM developments * Develop a practical, low-burden way to collect, maintain and update risk data that inspires action * Keep up to date with rapidly evolving best practice in risk management.   **Support risk owners across SCI to effectively managing risk**   * Enabling and Supporting:   + Coordinate with all business unit leads to ensure identification, assessment and mitigation of key risks,   + Manage the agenda, papers and meetings of the Centre Risk Committee (co-chaired by the Chief Risk Officer and Director of International Programming Operations)   + Provide targeted coaching and capacity building to risk owners, and partner with the IP Risk Lead to ensure capacity building of regional risk owners   + Support leadership to prioritise and address risks, including by leading the definition and communication of the Board’s ‘risk appetite’   + Drive implementation of new processes and technologies to enable more effective and efficient risk management   + Provide dashboards / data sheets to risk owners to enable effective risk assessment, e.g. on the number of incidents, financial data, reach data, etc. (executed through data team) * Monitoring and Challenging:   + Identify and analyse trends on risk exposure, with a clear focus on triangulation of performance information to highlight trends and discrepancies   + Review the effectiveness of the Global Risk Management Process, and partner with the IP Risk Lead to review the effectiveness of the Global Risk Management Process (including, but not limited to Risk Management Plans)   + Build strong relationships to be an effective critical partner. Challenge functional leads on whether the management of risk is effective and appropriate mitigations are in place, including by commissioning control checks and verifications   + Review data analysis produced by data team to pro-actively identify (emerging) risks, calculate value at risk, and test and challenge risk assessments by risk owners.   + Where gaps are identified, support functions to put in place effective mitigations   + Provide informed advice on key risk assessments that support delivery of strategic objectives   + Ensure that plans to mitigate material risks correspond to the seriousness and urgency of the issues, have the required management ownership and are credibly resourced * Reporting:   + Consistently report on risks and incidents to management, members, donors and board   + Prepare statement on risk management for annual Trustees Report   + Develop risk dashboards through data team to enable leadership and risk owners to monitor risks   **Coordinate compliance activity**   * Develop guidance for in-country risk and compliance teams, and set annual compliance priorities * Establish a meaningful escalation route for concerns raised in country * Support/drive discussion on compliance gaps through existing forums such risk committees or QRR   **Support organisational mechanisms for crisis management**   * Serve as the primary contact point in the Risk Facilitation Hub with the Director of Safety and Security in the management of operational crises   **Support CRO in leading risk conversation within the Save the Children Association**   * + Provide lead professional input to development risk processes across the Save the Children movement   + Drive and support a community of practice for risk leaders across the movement   + Setup a process to coordinate shared risk assessments and mitigations | |
| **QUALIFICATIONS**  Appropriate professional qualifications in risk management, or a relevant specialist discipline. | |
| **SKILLS AND EXPERIENCE:**   * Experience in a risk management function, within an international NGO or complex global organisation. * A sound understanding of risk principles, and modern risk thinking and execution * Proven business partnering and consensus-building skills in an environment with potentially conflicting interests. * Proven ability to work well under pressure, and to tight deadlines. * Experience serving as a champion and advocate for practical risk management through relationships with peers and superiors * A strong understanding of the ‘three lines’ model, and experience of driving meaningful partnerships across the three lines * Strong interpersonal and communication skills – preferably in English as the primary language.   **Desirable:**   * Proven track-record in quantitative analysis, and/or setting up data driven monitoring systems * Operational experience in INGO, large NGO or similar organisation * Fluency in an additional Save the Children language (Arabic, French, Spanish)   The role may require some travel to SCI country offices, including fragile states. | |
| **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. | |
| **Date of issue: October 2022 Author(s): CRO | Approved by: CEO** | |