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| **JOB TITLE:**  Global Digital Planning Officer | | |
| **TEAM/PROGRAMME:**  Global Communications and Engagement Hub | **LOCATION:**  **UK** or any existing Save the Children International Regional or Country office **Worldwide**. The role could involve up to 10% international travel. | |
| **GRADE**: C Junior-Mid level | **Type of Contract:** Permanent | |
| **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:**  Save the Children is in the middle of an ambitious 2022-24 strategic plan that looks to significantly increase our digital reach and engagement and build a Movement of Millions to achieve our programmatic and advocacy goals.  Both raising funds and engaging with our supporters through campaigning in digital channels are key to delivering the strategy.  This role sits in the **Global** **Digital Engagement Team**, a virtual team, which provides strategic support and specialist technical guidance to our 27+ Members, most of them in Asia, Oceania, Europe and the Americas. This team also focuses on reaching new audiences and fundraising remotely in a list of new key markets.  **This is a unique opportunity for a digital marketer with experience supporting digital comms or fundraising campaigns to join the team and help us coordinate and manage our global projects.**  **Within this role you will work closely with the Head of Global Digital Engagement and the Global Digital Planning Specialist across our key functions: Fundraising, Comms and Integrated Campaigning. This role will involve the opportunity to travel to coordinate global meetings and skillsharing events.**  They will be responsible for managing, planning, coordinating, delivering and evaluating such digital projects. They will also project manage, when required, on clusters, key external engagements, cross-member projects and campaign toolkits.  During emergencies, this role will provide critical support in coordinating the team’s key response roles. In the event of a major humanitarian emergency, or when there is colleague on leave, the role holder may be expected to work outside the normal job description and be able to vary working hours accordingly.  This post holder will also provide administrative support to the planning and strategy team and wider department for finance, procurement, invoicing and the team meetings.  The post holder works collaboratively with other roles within the Resource Mobilization, Comms and Engagement Department as well as members, regional and country offices.  **This is a great opportunity for you to build upon a range of project management and digital marketing skills and gain excellent experience and knowledge while working in an international and multicultural environment.** | | |
| **SCOPE OF ROLE:**  **Reports to:** Global Digital Planning Specialist  **Staff reporting to this post:** None  **Budget Responsibilities:** None  **Role Dimensions**: The role will require an ability to work in a networked structure across functional and geographical boundaries. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  As a Global Digital planning officer, you will support the Global Digital Planning Specialist with:  **1- Digital planning and team coordination –** calls set up, agenda design, notes, etc**.**  **2- Emergencies -** during emergencies, this role will provide critical support in coordinating the team’s key response roles  **3- Internal Communications –** supporting the design, development and update of team’s key ppts. , reports and emails for internal comms porpoises  **4- New providers set up and invoicing –** contracts review process, contracts upload to our systems, invoicing  **5- Planning and Reporting processes** – Planning meetings design, monitoring team’s prorgress milestones and KPIs, gathering impact informatiom from members for key projects.  **6- Global Campaigns** project Management. They will also project manage, when required, on clusters, key external engagements, cross-member projects and communications toolkits.  **7- Building a community and space for fundraising knowledge sharing** and best practice internally and with our offices.  **Others-** Support the Global Digital Engagement Team in other specific projects in agreement with the Global Digital Planning specialist and the Head of Digital Engagement. | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  This role requires a highly driven, organised individual who enjoys working with a range of people and supporting colleagues to meet priorities and deliver to deadline  **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 and 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 colleagues, members and external partners and supporters * Champions 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**   * Required: University degree in Digital Marketing, E-Commerce or related subject or other relevant professional qualification or experience * Preferred: Chartered Institute of Marketing (CIM), Institute of Fundraising (IoF) or Institute of Direct Marketing (IDM) qualifications or other equivalents would be an advantage. | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * At least 1 year of direct experience in project management and using planning tools to be able to ensure timely delivery of projects. * Strong IT skills particularly in Microsoft products. Basic knowledge and experience using graphic design tools * Exceptional written communication skills in English. High level of attention to detail. Copy proofreading experience. * Confident self-starter who can take the initiative to drive projects forward. * Experience working home based * Diplomacy and excellent interpersonal skills to build strong relationships across the organisation. * Capacity to build and maintain excellent relations and to work effectively in a multicultural and multi-ethnic environment respecting diversity * Significant ability to work in a fast-paced environment and to adapt work plans flexibly depending on external opportunities. * Strong administrative, project management and time management skills * Exceptional planning and organisational skills, with an ability to meet deadlines, manage multiple demands and competing priorities, while maintaining high quality standards.   **Desirable**   * Experience in the implementing digital engagement/fundraising programs with proven success records (ideally within an international NGO), * Experience working with Agile systems/environments * Ability to articulate the work of Save the Children with passion | | |
| **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:** | | **Date: 25th April 2023** |
| **JD agreed by: Arantza Espinosa** | | **Date: 25th April 2023** |