

JOB PROFILE

Job Title:	Head of Education
Place of Work:	Farringdon
Grade:	1
Reports to:	Director of Programme Policy & Quality
Line management responsibility:	Yes
Budget Responsibility:	Yes > £500,000
Child Protection Level:	1

Job Purpose

The Head of Education will lead the team in Save the Children UK responsible for the development, delivery and oversight of a programme policy that achieves Save the Children's education objectives for children. They will be responsible for;

- Leading the team responsible for providing strategic thematic and technical support to country programmes;
- Ensuring that we develop and deliver world-class programmes at scale with clear evidence and impact;
- Building Save the Children's influence and brand profile in the global education community
- Working with the Education Global Initiative to ensure lessons and evidence from education programmes are effectively disseminated across the Save the Children movement to inform improved programming and national and international advocacy.

Key Responsibilities

People Management

1. To lead and manage the education team, providing clear strategic direction, support, motivation and opportunities for staff development.
2. To ensure the education team provides high quality technical advice/support to country programmes to ensure education programmes are developed and implemented in line with the Save the Children's Quality Framework
3. To ensure education advisors time for programme support is successfully recovered from grants.

4. To ensure that the team actively supports and contributes to our policy analysis, research and advocacy objectives, working closely with other relevant divisions and departments.
5. To ensure the team contributes actively to building the Save the Children brand, and delivers work that raises the organisation's profile.

Programmes and Policies

6. To ensure Save the Children develops and implements a robust programme policy which outlines its contribution to enhancing children's access to quality education. This will include:
 - A clear education strategy (currently articulated as part of Ambition 2015)
 - Education sub-strategies for the key areas of focus
 - Development and testing of technical approaches to facilitate effective delivery of the strategy
 - Overseeing the development and implementation of monitoring and evaluation for SCUK's education work
 - Ensuring we put children at the heart of our work and utilise the child rights programming framework to inform our programming work
7. In collaboration with colleagues Programme Partnerships and country office teams, ensure that the Education team supports the development of high quality, evidence based proposals for donors and is active in supporting organisational generation of funds.
8. To lead Save the Children's 'Breakthrough Strategy Group' on education and ensure effective allocation and management of the Strategic Breakthrough Investment Funds. This will include:
 - Leading the design and development of programming policy for the organisation;
 - Clearly outlining accountabilities across the organisation for setting and delivering thematic objectives for education;
 - Effective
9. In partnership with colleagues on the Education Global initiative, to lead the development and delivery of thematic technical support and advice in support of Save the Children's education programme work. This will include:
 - Representing Save the Children UK on the Steering Committee of the Education Global Initiative;
 - Developing the Save the Children movement strategy for education;
 - Ensuring Save the Children country offices have robust technical education capacity to develop and deliver programmes
 - Working with colleagues across the movement to ensure we set we develop and deliver world-class programmes at scale with clear evidence and impact.

- Further strengthening Save UK's cooperation with the Save the Children International and other Save the Children members on education programmes.
- Leading the movements work on education in emergencies on behalf of the Education Global Initiative.

External Representation

10. To represent Save the Children externally and actively build networks and relationships. This will include:
- Effectively representing Save the Children with key stakeholders in the bilateral and multilateral communities (e.g. DFID, the UN and the World Bank); foundations, research institutions and academia and the private sector
 - Working with SCI colleagues to enhance effective engagement with national governments
 - Representing SCUUK in the media to enhance its influence and profile building objectives. This will include:

Systems Management

11. Budget management
- Effectively manage the team budget;
 - Provide effective leadership for robust budget management for centrally managed education programmes
12. As a member of the Senior Leadership Team in the Programme Policy and Quality Department, assist the Director in effective management of the Department. This will include:
- Ensuring the team adheres to the organisation's procedures on people management and staff policies and complies with the Save the Children child safeguarding;
 - Responsible allocation of and effective expenditure of the team budget and actively support organisational generation of funds
 - Supporting the Director and other members of the SLT as required ensure the effective running of the department. This will include deputing for the Director and other SLT members as
 - Ensuring the rights of children are at the heart of SC programming

Person Specification

Essential

Technical skills

- Extensive experience and/or in-depth understanding of the development and delivery of education in different context. Experience in developing and/or fragile countries will be an asset;
- Significant experience of strategically driving evidence-based innovation and programming in education related issues in an international development organisation;
- Track record of building, maintaining and developing relationships and networks with a range of partners across the education sector to maximise organisational reach and influence.
- A track record of building, maintaining and developing relationships and networks of research and corporate partnerships to maximise organisational reach and influence
- Masters and/or PhD in an education related field

Core Competencies

- Outstanding influencing skills, with a proven ability to influence peers and senior colleagues through the building of cross-organisational relationships and mobilisation of support for key issues. Demonstration of an ability to influence beyond authority will be an asset;
- Proven ability to lead a technical team to deliver results. Experience of delivering this within complex and decentralised organisations will be an asset;
- Excellent leadership skills with a proven ability to work with colleagues to set a strategic vision, inspire others to support and deliver the vision and secure cross-team engagement for delivery;
- Proven people management skills, with an ability to identify, attract, develop and retain high-quality staff and successfully navigate them through change processes;
- Strong interpersonal skills, with an excellent ability to communicate effectively and with impact and adapt style for a wide range of audiences with diverse backgrounds and at all levels;
- Outstanding networking skills with a proven ability to work globally and effectively with diverse groups of individuals. Experience with large bilateral donors such as DFID, multilaterals such as the World Bank and the EC, and private foundations such as Cluff is desirable;
- Excellent writing and analytical skills – a publication record is desirable but not required;
- A proven ability to solve problems and make decisions including challenging ones
- Proven ability to develop, manage and monitor budgets and support efforts to generate funds.

Other

- Ability to travel overseas for up to a week per visit as required

- Commitment to Save the Children UK's mission, values and approach.