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| **ROLE PROFILE: Regional Change and Deployment Manager / Trainer - Asia/MENAEE** |  |
| Position Title:  | Regional Change and Deployment Manager / Trainer - Asia/MENAEE  |
| Position ID: | 810374605; NEW0000517; NEW0000518 |

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| **Team** | Transformation Deployment | **Grade** | P4 |
| **Reports To (Title)** | Transformation Deployment Lead (Asia & MENAEE) | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Asia and MENAEE Region Time Zones (UTC/GMT +3.5 hours or more) |
| **Languages** | Arabic, English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**The Regional Change and Deployment team is accountable for leading the implementation of global transformation initiatives across our global movement with a specific focus on Countries. The team is essential to ensure stakeholders impacted by the change understand their accountabilities and are supported through the change process from deployment preparation through implementation and close**Role purpose**The Regional Change & Deployment Manager is a role sitting within the Transformation Deployment Team that is responsible for deploying a number of high priority projects, including new operating models, systems and business processes across Save the Children International (SCI)’s 55 country offices and members. The Regional Change and Deployment Manager has responsibility for managing the change & deployment activities for these priority projects across a number of locations. They are responsible for ensuring all key office stakeholders understand the C&D methodology and its application, facilitating and supporting the offices with each project rollout and consolidation, ensuring active office engagement and ownership to achieve a successful implementation. |

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| **Principal Accountabilities** |
| * Train and coach relevant staff in the methodology for C&D and the activities in the deployment toolkit associated with the change
* Facilitate the development of a high quality C&D country plan per project, which fully addresses the roll out and consolidation into business as usual
* Ensure a full understanding of business processes and systems to be implemented (Technical Trainers will support in this) and deliver end user training as required
* Ensuring effective and timely implementation of the change by verifying the comprehensiveness of country plans for roll out and consolidation, and provide constructive feedback
* Proactively identify risks, ensure these are addressed and mitigated by the relevant office, escalating to leadership at country and global levels as necessary
* Facilitate the engagement of relevant country staff and stakeholders, encouraging a culture of accountability, taking responsibility for both resolving issues and celebrating successes
* Influence and oversee increased transparency on project progress, reporting independently on country status
* Proactively interact with all necessary stakeholders who can support preparation, roll out and consolidation per country
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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: NoneManager of a team: NoTeam Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Multiple countries or functions |

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| **Travel Requirements** |
| International travel required: YesPercentage of required for travel: Up to 60% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)* Country Office SMT
* Country Office Functional Teams (relevant to project in question)
* Transformation Project Teams
* Global Functional Leads

**External*** Partner staff
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| **Competencies** |
| Cluster: LeadingCompetency: Leading and inspiring othersLevel: AccomplishedBehavioural Indicator: Takes a flexible and positive leadership style adapting to a given situation or to the needs of the teamCluster: LeadingCompetency: Developing self and othersLevel: AccomplishedBehavioural Indicator: Gives regular positive and constructive feedback to othersCluster: ThinkingCompetency: Problem solving and decision makingLevel: AccomplishedBehavioural Indicator: Analyses and exercises judgment in challenging situations where specific guidance or the full facts are not availableCluster: ThinkingCompetency: Innovating and adaptingLevel: AccomplishedBehavioural Indicator: Demonstrates flexibility in following processes and procedures while remaining true to the organisation’s valuesCluster: EngagingCompetency: Working effectively with othersLevel: Leading EdgeBehavioural Indicator: Breaks down silo working and challenges behaviours that are not collaborativeCluster: EngagingCompetency: Communicating with impactLevel: AccomplishedBehavioural Indicator: Promotes dialogue with key stakeholders through active listening and effective questioning |

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| **Experience and Skills** |
| **Essential**1. Demonstrated experience and capability of leading, facilitating and influencing change within complex organisational structures, including a strong results orientation with a proactive approach to challenges and opportunities
2. Proven ability to guide and coach others towards successful delivery, fostering a culture of accountability and empowerment
3. Proficient experience in solving complex issues through thorough analysis, defining a clear way forward, and ensuring stakeholder buy-in
4. Proven ability to navigate and influence within a large, highly networked matrix organisation using ‘soft power’ and effective relationship management
5. Excellent interpersonal and communication skills with a proven ability to engage various stakeholders, promoting collaboration and shared vision.
6. Commitment to continuously improving performance and holding oneself and team members accountable for achieving impactful results
7. Knowledge and substantial experience in working with standardised project management methodologies, ensuring consistency and quality in project delivery
8. Competent in using MS Office tools, including Word, Excel, and PowerPoint, to support project management and communication needs

**Desirable*** Non-profit sector knowledge/experience (especially international development projects)
* Second language – French, Spanish or Arabic
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| **Education and Qualifications** |
| **Essential*** Bachelor’s degree or equivalent work experience
* Understanding of a structured Project methodology (e.g. PRINCE2) or accredited Project Management training (APM or PMI)

**Desirable*** External Change Management Accreditation
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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities**  |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.   We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.  Reasonable adjustments will be made should any candidate invited to interview require this.     |

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| **Version Control and Approval** |
| Version | Date | Author | Reviewer | Approver |
| 1 |  | Beth Lister | Ella Harrison | Michael Koutstaal |