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| **TITLE:** Senior Manager, CEO Office |
| **TEAM/PROGRAMME:** CEO Office | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide**  |
| **GRADE**: B Mid-Senior level | **CONTRACT LENGTH:** 1 year |
| **CHILD SAFEGUARDING:** Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.  |
| **ROLE PURPOSE:** The CEO Office team is a small and agile team supporting the CEO on a day to day basis with the smooth running of management and governance processes in a complex international federated organisation that works in over 100 countries. The Senior Manager CEO Office role has three key components:* to manage the effective operation of the Management Committee
* to manage the effective operation of the Senior Leadership Team
* to manage and improve information and decision making processes and flow across governance groups

This role will work directly with the CEO, supporting in her leadership of the SLT and Management Committee groups.The role holder will ensure there are streamlined ways of working in place across senior levels of the organisation, and will also act as a connector, ensuring information is shared between leaders and their teams, and actions are followed through on. The role holder will need to be able to work under pressure and manage many time-sensitive and competing priorities simultaneously while meeting deadlines. |
| **SCOPE OF ROLE:** **Reports to:**  Head of CEO Office**Staff reporting to this post**: N/A**Budget Responsibilities:** N/A**Key internal relationships:** SCA/SCI CEO, Management Committee (MC), Senior Leadership Team (SLT), Legal team, Member and Organisation Development Team, Extended Leadership Team (ELT) |
| **KEY AREAS OF ACCOUNTABILITY:** **Management Committee:*** Provide dedicated support for the Management Committee throughout their life cycle, acting as a focal point for all MC matters
* Manage and ensure the smooth running of monthly MC meetings – developing a workplan and meeting agendas, circulating papers, writing minutes, tracking actions and overseeing all logistical arrangements
* Lead the content preparation process – commissioning, reviewing and advising session leads on their papers, presentations and session plans
* Provide support to the SCA/SCI CEO as Chair of the Committee, including providing briefing notes, helping to anticipate and address issues in advance of meetings and drafting follow up communications as needed
* Manage the flow of information between the MC and other stakeholder groups in the movement
* Develop and implement processes to improve MC ways of working
* Manage administration of Management Committee appointments, terms, inductions and training.

**Senior Leadership Team:*** Provide dedicated support for Senior Leadership Team meetings and decision-making, acting as a focal point for all related matters
* Manage and ensure the smooth running of bi-weekly SLT meetings – developing a workplan and meeting agendas, circulating papers, writing minutes, tracking actions and overseeing all logistical arrangements
* Lead the content preparation process – commissioning, reviewing and advising session leads on their papers, presentations and session plans
* Responsible for planning quarterly SLT away days
* Manage the flow of information between the SLT and other stakeholder groups in the movement
* Partner with SLT EA group and other functional coordination roles to improve information sharing and ways of working across teams
* Develop and implement processes to improve SLT ways of working
* Advise SLT on whether a topic needs to go to the full SLT or can be handled through a subgroup, and the composition of that subgroup

**Manage and improve information and decision making processes and flow across governance groups:*** Develop and maintain annual master planning across governance bodies (Assembly, Board, Management Committee, Member Board Chairs & CEOs), including developing user-friendly formats for stakeholders
* Oversee the flow of information and decision-making across governance bodies
* Support SLT and their teams with planning for decision-making
* Develop and maintain process documentation, guidance and templates
* Continuously seek to improve and optimise governance processes and guidance.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* 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 their team, colleagues, Members and external partners and supporters
* values 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
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| **QUALIFICATIONS** Education to Bachelor’s degree level. |
| **EXPERIENCE AND SKILLS**:**Essential:** * Is highly experienced in high-level stakeholder management and has excellent communication skills, both verbal and written
* Is a self-motivated and proactive deliverer, actively seeking to improve existing processes and practice, and demonstrating a high degree of flexibility and adaptability to manage multiple tasks in a fast-moving environment
* Has the ability to build credibility quickly and to communicate with impact, including influencing at senior management level
* Sound judgement and an ability to effectively prioritise multiple tasks in a constantly changing environment
* Is comfortable working with senior stakeholders across the organisation
* Demonstrates discretion in dealing with confidential information
* A strong attention to detail
* High level of initiative and ability to work autonomously on tasks as required
* Excellent written and oral communication skills, fluent in English
* Intermediate skills in using MS Office applications: Outlook, Word, Excel, PowerPoint
* Is committed to the aims and values of Save the Children.

**Desirable:*** Knowledge of charity governance law and practice
* Good knowledge of SharePoint, MS Teams
* Fluency in other languages – e.g. Spanish, French, Arabic
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| **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:** Erika Wassell and Hasina Daya | **Date:** March 2024 |
| **Updated By:** Hasina Daya | **Date:** March 2024 |
| **Evaluated:**  | **Date:** |