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| **TITLE: Knowledge Manager, Localisation**  |
| **TEAM/PROGRAMME:** SCI Centre TDIT | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide**. Willingness to flex hours according to the locations of the initiative team. |
| **GRADE**: CTR C / NAT 3Mid-Senior level | **CONTRACT LENGTH:** Permanent |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** To achieve our global breakthroughs for children by 2030, Save the Children has committed to significantlychanging the way we work. A core component of this change is shifting power to local and national actors.Our Localisation ambition – ‘Local to Global for Impact’ - is an ambitious, multi-year, transformational journeythat will see us (and the wider sector) deliver more, better, and fairer impact through context-responsive,locally-designed, locally-led and locally–owned programmes for children. We will achieve this by addressingfundamental challenges in the way current aid is delivered to enable and facilitate local actors’ own access toglobal resources for maximum impact – and we will overcome blockers within our own organisation thatcurrently prevents this from happening.Save the Children’s Localisation Initiative team was formed to define our strategic approach to Localisation,and to develop the high-level roadmap for its realisation. We are now entering the next phase of thistransformation – with the team being given a mandate to accelerate the pace at which we will be able to meetour Localisation ambitions. The team consists of a small number of dedicated resources tasked withovercoming several blockers to achieving our ambitions, working across Save the Children’s global movement.The Localisation Task Team is a group of Subject Matter Experts on Localisation that sit across the membership and wider movement and are responsible for sharing best practice, knowledge development and exchange, including thought leadership & technical expertise across the 7 dimensions of localisation. To further support these collective efforts and drive forward the Localisation agenda, Save the Children is seeking a qualified Knowledge Manager to support and ensure the systematic documentation and dissemination of knowledge generated through these efforts by supporting us to operationalize our new Global Localisation KM Plan. The Global Localisation KM Plan is centered on a belief that knowledge is power, and that we and the local actors we work alongside need access to the evidence, knowledge, and learnings derived from localised approaches to effectively shift power and produce lasting results for children. By implementing this plan, the Knowledge Manager will A) improve Save the Children’s capability to learn from, evidence and facilitate locally-led development and humanitarian action and B) increase the visibility of the locally-led technical capacities and knowledge of both Save the Children and local actors themselves C) Improve access to evidence and learning for national and local actors.A large part of realizing our KM plan’s goals means we are looking for a highly-motivated KM expert to further develop and oversee our new Localisation Community of Practice (COP). The Knowledge Manager will support this by strengthening relationships with existing members and growing new relationships with professionals across the Save the Children Movement, and eventually, extend membership to local and national actors to become a vibrant, collaborative network worldwide. The Manager’s role in building knowledge and trust amongst our members and with local partners will be instrumental to furthering our localisation approaches and increasing thought leadership in this cross-cutting area. |
| **SCOPE OF ROLE:** **Reports to:** Director, Localisation Initiative**Dotted line**: LTT Co-Chairs**Accountability Body:** Global Localisation Knowledge Management Steering Group**Staff reporting to this post:** None**Budget Responsibilities:** No direct budget responsibilities |
| **KEY AREAS OF ACCOUNTABILITY****Lead areas of work to strengthen processes, practices, culture, and systems that drive knowledge management practices on Localisation*** Design, review, and lead work to strengthen the enabling environment and culture in support of improved knowledge management and organisational learning on Localisation.
* Identify, share, support or lead on global, regional, or national learning events as well as external events learning events as appropriate.

**Promote collaboration and knowledge sharing through defining, supporting and encouraging the use of knowledge on Localisation*** Implement, maintain and update the Global Localisation Knowledge Management Plan
* Responsible for the development and maintenance of Knowledge Management tools, trackers and processes to support delivery of Localisation Knowledge Management
* Design introductory modules on localised approaches for new staff and/or staff new to localisation and interested in expanding their understanding and capacities, organized along key thematic areas (e.g. Seven Dimensions of Localisation; others as needed).
* Collect, develop and/or facilitate the production of case studies and good examples of effective/innovative localised approaches implemented by SCA entities across our thematic portfolios and strategic enablers (e.g. hunger and livelihoods; education and child protection; humanitarian response; etc.).
* Catalogue and keep up-to-date a library of case studies and good/promising practice.
* Establish centralised Localisation Knowledge Hub by supporting the consolidation of existing localisation-related knowledge on SC preferred platforms (e.g. Resource Center, OneNet, etc.) and develop socialisation and promotion plan to redirect all users via effective signposting.
* Support the LI and LTT to develop and implement internal/external localisation communications plans across the SC Movement.
* Develop clear metrics for monitoring localisation-related KM in conjunction with key focal points
* Work with relevant stakeholders across SCA such as Global KM and Learning, MEAL, and others as needed to support and improve inter-agency localisation integration

**Manage and Maintain Global Localisation Community of Practice*** To manage and develop the Localisation Community of Practice (COP)’s membership and learning and engagement activities and to support the global Localisation key stakeholders (e.g., Localisation Initiative, Localisation Task Team and Partnerships Working Group) in delivering our wider strategic objectives.
* Coordinate and facilitate the delivery of quarterly thematic training webinars on localised approaches successfully implemented by Save the Children Association (SCA) entities including but not limited to: engaging partners equitably in program design; implementing new approaches to partnership management and capacity strengthening; showcasing lessons learned from experience implementing localised approaches in humanitarian programs/settings; innovative funding mechanisms; etc.
* Facilitate and manage, at minimum, a monthly localisation community of practice (COP) learning forum to foster discussion and sharing between countries and teams around practical implications of implementing localised approaches.
* Develop and kick-start a Questions and Answers (Q&A) forum and requests platform for the community of practice and SCA localisation focal points.
* Manage and triage the Q&A forum and request platform

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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** Educated to degree level in a relevant subject (e.g. international development, law,human rights, education, sociology etc.) or qualified by equivalent relevant professional experience.  |
| **EXPERIENCE AND SKILLS****Essential*** Significant job-related experience in knowledge management, including relevant experience in development and/or humanitarian contexts and preferably at organisation-wide level.
* Understanding of the principles behind localisation and locally-led development
* Experience in user-focused/ human-centred design and a strong track record of driving continuous improvement in service or product delivery.
* Exceptional oral and written communication and interpersonal skills
* Familiarity with the state of the art in communication technology, including the application of Workplace to accommodate business related needs.
* Demonstrated proficiency in the use of SharePoint 2010 or 2013
* Demonstrated proficiency in the development and management of data bases and/or document catalogues.
* Experience in delivering different learning and capacity-development strategies.
* Experience establishing, supporting and/ or leading communities of practice, particularly via online platforms.
* Excellent listening, communication, and networking skills; proven experience and effectiveness working across functional teams and in a matrixed structure; and an ability to work with diverse populations.
* Strong interpersonal and cultural awareness skills, and the ability to develop productive relationships across a wide range of stakeholders in a diverse, international environment; Ability to work and communicate across cultures, as part of a geographically dispersed team and across organizations and stakeholders
* The ability to work in a second language would be a strong advantage Arabic, French or Spanish.
* Adaptable working style and effective when working in situations that may appear ambiguous.
* Highly organised with strong project management skills
* Self- motivated and able to work with high degree of autonomy and without close supervision.

**Desirable*** Significant knowledge or experience of Localisation
* Experience of working across other areas of SC’s operations and/or functions
* Experience with web-based platforms and using information systems.
* Experience of being involved in the implementation of a new/changed business processes and ways of working
* Experience with Save the Children’s Theory of Change
* Lived expertise through origins in the Global South
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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 created by:**  Vija Shunmoogum, Jeanette Lundberg and Katja Rosenstock | **Date: 11th March 2024** |
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| **Evaluated:** | **Date:** |