

**MARY DATCHELOR HOUSE  
17 GROVE LANE  
LONDON SE5 8RD**

## **JOB DESCRIPTION**

### **REGIONAL CHILDREN AND ECONOMICS POLICY ADVISER SOUTH EAST & EAST ASIA/PACIFIC REGION (SEAP) -based in Bangkok**

#### **INTRODUCTION**

Save the Children is the leading UK charity working to create a better world for children. We work in over 70 countries (including the UK), helping children in the world's most impoverished communities.

Emergency relief runs alongside long-term development and prevention work to help children, their families and communities to be self-sufficient. We learn from the reality of children's lives and campaign for solutions to the problems they face. We gain expertise through our projects around the world and use that knowledge to educate and advise others.

Save the Children (UK) is part of the International Save the Children Alliance which aims to be a truly international movement for children. To finance our work, we depend on the support of the general public, volunteers in over 150 shops and 600 branches in the UK, the corporate sector, governments and international donor agencies.

Save the Children's vision, mission and values are set out on our website.

#### **Level of contact with children and young people**

Level 3

Requires the postholder to have one to one contact with children or young people or to operate in a programme management rather than a support capacity.

#### **SAVE THE CHILDREN AND THE 'GOALS FOR CHILDREN' FRAMEWORK**

Save the Children UK has set out four 'Goals for Children' which will guide all our work for children – operations, research and advocacy – at least until 2006. The Goals are;

- Child focused economic policies
- Basic services enjoyed by all children
- Children safeguarded in emergencies
- Children protected and respected as citizens

All operational, advocacy and external communication activities will be aligned to these four goals. Each Save the Children Region will develop a portfolio of work across country programmes that enables the region as a whole to contribute to all of the four goals.

### **CHILD FOCUSED ECONOMIC POLICIES AND SAVE THE CHILDREN UK**

A quarter of children around the world live in absolute poverty. Poor children are more likely to die early or suffer from disease, hunger and malnutrition. They have less chance of adequate housing and getting access to basic services like health care and education, and they're more likely to suffer from social discrimination, exclusion and abuse.

Child focused economic policies (or children and economics) is one of four strategic goals on which Save the Children UK wishes to focus our work over the next few years towards achievement of our vision for children. The overall objective of the goal is to advocate for effective economic policies, responsible private sector approaches/business practice and poverty reduction strategies which secure children's rights and enhances their well being. Two strategic objectives contribute to this overall objective; influencing economic policies and practices that impact on childhood poverty, and; improving business practice and the business environment so that it helps rather than harms children.

Proposed strategic priorities for 2003 – 2006 include; building a sound evidence base on childhood poverty; enhancing anti-poverty policy advocacy nationally and internationally; economic justice – aid/debt and, to a lesser extent, trade; encouraging transparency and corporate social responsibility; engaging with the private sector in combating the effects of HIV/AIDS; and some work on child labour and pharmaceuticals.

### **CHILD FOCUSED ECONOMIC POLICIES AND SAVE THE CHILDREN UK SEAP REGION**

In the SEAP region, the main issues for children are HIV/AIDS, poverty (lack of access to basic services) and migration. These issues are reflected in our programming priorities in the region – improving quality of and access to education for poor (mainly ethnic minority) and displaced communities; child focused HIV/AIDS prevention and care; a range of child rights and protection work; and increasingly more engagement in poverty research and economics.

The SEAP region is actively involved in policy development and advocacy at many levels; these include childhood poverty research, programme development and policy influencing; development of partnerships with government and civil society on social and economic policy issues; and involvement of children and young people in programme design, implementation, monitoring and advocacy. Two countries in the region are involved in a global collaborative intergenerational childhood poverty research project; one country is involved in a global collaborative longitudinal study of children born into poverty; at least one country is actively involved in national

poverty reduction strategies work; a number of countries are developing engagement with the private sector on issues of Corporate Social Responsibility.

Economic policy is key to the generation of state revenues and their allocation for social investment; to poverty reduction that will assist in preventing abandonment and sale of children and children's entrance into the labour market; and are often key in the creation of 'man-made' disasters – which in turn may have profound impact on economic development. In short, work in this area influences all we do.

With the development of the four Goals for Children as a framework and a greater organisational desire to do more effective advocacy work, and the restructuring of the Policy and Communications Department, there is a need for the SEAP region to further develop its portfolio of work in this area and to maximise the resources and opportunities that exist for greater engagement in national, regional and global child-focused economic policy development. The recently developed SEAP Regional Framework 2004 – 2007 has also prioritised regional work on child-focused economic policies with an overall goal of supporting the alleviation of childhood poverty by influencing economic policy through research, practical experience and advocacy. The Regional Economic Policy Advisor role is considered instrumental in supporting this regional level goal.

### **JOB PURPOSE**

- Contribute towards capacity building and provide technical input to country programme teams in the region for an effective programming and advocacy approach in the area of children and economics work that is integrated with and complementary to their CSPs', the organisation's Goals for Children and Global organisation Working Group plans.
- Provide leadership to development and implementation of children and economics advocacy work at the regional level on priority issues and to engage in the development of the global priorities. We are currently under represented in this area in regional and sub-regional fora.
- To promote Save the Children UK policy positions in the area of Children and Economics at a regional and country level.

### **MAIN RESPONSIBILITIES**

#### **A. In Relation to Capacity Building and technical input to Country Programmes.**

- Provide technical inputs and knowledge sharing to relevant country programme teams to improve their capacity for high quality engagement in child focused economic policy/children and economics work.
- Assist country programmes to develop national advocacy strategies for their children and economics priority issues and help national offices to integrate advocacy issues as part of their project design and CSPs.

- Support the representation and engagement of country programmes in relevant Child Focused Economic Policies Global Working Groups (WGs) and provide the necessary follow-up support to programmes to enable them to fulfil their WG commitments.
- Facilitate the development of capacity for advocacy of country programmes in this area of work through training/workshops, encouraging involvement in relevant national and regional fora and by example.
- Provide support to national offices in undertaking research projects relating to children and economics.
- Build regional capacity in relation to CSR work and children's budgets.
- Assist programme staff across the region to understand the cross cutting nature of children and economics work.
- Ensure more consistent sharing of successful programming experiences between programmes and across the region.

#### **B. In Relation to providing leadership to Developing Regional level Advocacy**

- Working with a network of staff across country programmes to develop regional advocacy strategies on children and economics priority issues.
- Developing and maintaining linkages and engagement with relevant regional level bodies for promoting SC children and economics work, policies and advocacy messages.
- Ensure regional level engagement in relevant Children and Economics Working Groups (it is anticipated that the RA will be an active member) and thus regional level input to global advocacy
- Develop networking and strategic alliances with other SC members, regional NGO's and UN Organizations for advocacy purposes.
- Although the focus of the post is on support to SCUUK programming, the Adviser will be expected to promote and support policy collaboration with Save the Children Alliance where appropriate.
- Facilitate regional level virtual working groups on specific advocacy issues as appropriate and feed the outcomes into global level SC working groups and other appropriate regional and global policy fora.

#### **C. In Relation to promoting Save the Children UK Children and Economics policy positions**

- Provide encouragement and support to country programmes to actively participate in children and economics Working Groups, etc.
- To maintain strong working linkages with HQ based Children and Economics team to ensure that SEAP region is contributing in an effective way to policy development.
- Facilitate and coordinate regional networks and forums for the discussion, development and shared understanding of relevant SC UK policy positions and initiatives.
- Assist in synthesizing, linking and coordinating regional programme learning with the Goals for Children and SC UK policy positions.
- To participate in key policy SC UK global planning events where appropriate.

#### **D. Other**

- Any other tasks as assigned by the Supervisor.
- Participate in the regional team meetings and planning.
- Provide quarterly and annual impact reports.

#### **WORKING CONTACTS**

##### **SC staff**

The post-holder will be managed by SC-UK's Coordinator of Regional Office and HR/HRD Adviser, and be based in SC-UK's South East and East Asia/Pacific Regional Alliance Office (SEAPRO) in Bangkok. Strong technical linkages will be maintained with the relevant SC-UK headquarters Global Policy Advisers in London. Close links will be made with other SEAPRO regional advisers, notably the Regional HIV/AIDS, nutrition and emergencies advisers and the cross border project coordinator, as well as other regional SC Alliance advisors.

Other key contacts will be the SEAP desk in London.

##### **External contacts**

The post-holder will liaise with academic and research institutions and other development agencies/donors and networks in the region who would be internationally concerned with social and economic development work, particularly in respect to children in the region.

## **PERSON SPECIFICATION**

### **Essential skills, abilities, knowledge and experience**

1. Post graduate degree in a development or economics or social science-related field.
2. At least 3 years experience in a senior role in economics programming or policy work in a development agency within Asia.
3. Comprehensive and demonstrable understanding of economic issues and trends affecting children in the region and of micro and macro economic policy issues with respect to child rights.
4. Excellent communication skills and experience of working effectively in an advisory role at all levels from senior managers to practitioners.
5. Extensive knowledge on issues relevant for economics advocacy within the context of Asia and proven experience in advocating on this area of work.
6. Excellent oral and written communication skills. Ability to articulate on the issues espoused by SC UK at public forums.
7. Strong representational, networking, negotiation, and people skills.
8. Research skills, research management experience and writing publications and proposal and strategy development on economic international development issues affecting children and young people.
9. Ability to work in a team environment.
10. Ability to work under supervision and but also under own initiative.
11. Ability to manage a complex workload to deliver outputs within a set time period and a set budget.
12. Good organisational, administrative and time management skills.
13. Word processing and IT skills to be self-supporting.
14. Fluency in English
15. Ability to travel extensively in the region, up to 40% of the time.
16. Knowledge of the region.
17. Understanding of equal opportunity policies and practices and ability to implement these values in the work of the post.
18. Commitment to the vision, mission and values of SC.

## **Desirable criteria**

1. Experience of working in the region.

### **Child Protection**

This post is classified as a level 3 post by SC UK for the purposes of child protection. Candidates applying for this post will be subject to SC UK's child protection recruitment procedures and checks.

### **TERMS AND CONDITIONS OF SERVICE**

**Salary:** Starting salary will be **£26,671p.a.** (which is on the salary SC-UK scale linked to **grade 2** rising by incremental steps to **£29,163p.a.**). Salary will normally be tax-free for UK residents on contracts of 12 months plus duration. Salary includes an element towards the cost of food and related expenses in country of posting.

**Tax:** Individuals are responsible for their own tax in their country of domicile.

**Contract Length:** A 25 **month** contract is offered.

**Post Status:** **Accompanied**

**Holiday Entitlement:** Local leave  
**4 working weeks local leave per annum.** This is pro rata for contracts of less than a year.

R & R ONLY – Local leave may be superseded by arrangements currently in practice in country:

End of contract leave  
**2 weeks end of contract leave.**

**Flights/baggage:** Economy class airfare will be paid for the employee (and if applicable, for any recognised accompanying dependants) from and to the country of domicile at the beginning and end of contract. Linked to each return flight is an excess baggage allowance of up to 30kg per employee and if applicable, for any accompanying dependants.

For contracts of 19 months and over, SC-UK UK also provides return flights at mid contract leave. Details are available on request and will be provided on appointment.

**Insurance:** SC-UK UK has a medical insurance policy covering UK-appointed overseas staff based on assignment outside their country of domicile and if applicable for accompanying dependents. The SC-UK scheme covers medical expenses at country of posting, emergency evacuation costs and continuing medical expenses in country of domicile in cases where free treatment is not available.

In addition there is a personal accident policy covering UK-appointed employees.

Full details of these policies are available on request and will be provided on appointment.

**Living expenses:** **Accommodation:** SC-UK UK will provide free furnished and equipped accommodation for staff based outside their country of domicile and when on field assignments.

**Other:** SC-UK UK will cover all other reasonable in country living expenses, e.g. utilities, domestic help etc for the employee, as appropriate.

**Pensions SC-UK scheme:** Membership of the Occupational Money Purchase Pension SC-UK scheme is open to all UK based staff on a permanent contract. Employees on a fixed term contract (including UK appointed staff) are eligible for membership if their contract provides for six months or more total employment.

The SC-UK pension scheme is a contributory one and members will not be contracted out of SERPS. SC-UK will contribute a percentage of basic salary each month to each pension. The amount is age related and increases as you get older. Further details are available from your Personnel Officer, who may also supply you with a copy of the trust documentation on request.

Staff who do not qualify to join SC-UK's defined contribution SC-UK scheme may contribute to a SC-UK stakeholder pension. For an information pack on the stakeholder pension SC-UK scheme please contact Human Resources.

SC-UK UK has a flexible retirement age for all staff between 60 and 65 years.

**Education Allowance:** For full Accompanied Posts SC-UK has an educational allowance. Details are available on request and will be provided on appointment.