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| **TITLE:** Programme Funding Specialist |
| **TEAM/PROGRAMME:** Programme Funding & Institutional Partnership (PFIP) team - part of the global Resource Mobilisation, Comms & Engagement (RMCE) Division | **LOCATION** UK or any existing Save the Children International Regional or Country office worldwide*SC Member offices (subject to approval)* |
| **GRADE**: C, Mid – Senior Level | **CONTRACT LENGTH:**8 months/To December 2023**(internal opportunity only for Save the Children International and member office staff)** |
| **CHILD SAFEGUARDING:**Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:** Save the Children has agreed an ambitious new global strategy for 2022-24 and has developed an accompanying Global Funding Framework to inform and shift how SCA can work together as a movement to drive greater funding impact for children. By 2024 our ambition is for Save the Children to be a $3bn plus organisation, with institutional funding constituting around 60% of this income. Growing, diversifying and optimising our institutional income will be critical to achieving this ambition and success in this area will be dependent on changes to our behaviours and ways of working that mark and facilitate a shift to prioritise collaboration and embed mutual accountability. The Programme Funding Specialist role is part of the Save the Children International (SCI) Centre office’s Programme Funding and Institutional Partnerships (PFIP) team, which works across the global Save the Children Movement to optimise and align our programme funding portfolio in support of our ambition for children and to drive improvements to our ways of working with institutional partners. Over the past 3 years, the PFIP team has worked to establish quality foundations and drive continuous improvement in institutional partnership management practices and performance across the Movement. It has also led and piloted new initiatives – such as the Big Bets framework - to identify new and existing partnerships with high potential for quality growth and development and ensure collective support to realise their potential. This work has been carried out with the support and close collaboration of Save the Children Member offices who lead and manage the external relationships with partners as well as the internal account management. This role is an exciting opportunity to join the PFIP team to lead and collaborate on key projects supporting our Market and Governance Development workstreams. The role will work closely with the Global Head of Institutional Partnership Development & Growth and Global Lead for Institutional Funding Governance & Risk Assurance to deliver strategic inputs to support delivery of the Global Funding Framework. These may include but will not be limited to leading a review of cross organisational donor due diligence practices, overseeing the annual account allocation refresh, managing PFIP inputs to the Quality Framework and ‘Good to Great Partnership Guide’ and related content on OneNet page’, and coordination of reporting on our Big Bets and Income engines, as well as other projects to enhance accountabilities and performance and maximise the efficiency and effectiveness of the PFIP team.This work will include close collaboration with the other parts of the PFIP team (Market Development, Insight Development; Portfolio Development; People Development; Governance and Strategy Development) and with other teams at SCI Centre. It will rely on strong and productive relationships with key stakeholders across the movement, including cross-functional teams within SCI, Regional Resource Mobilisation teams and institutional funding teams across the members.In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to: Global Director, Programme Funding & Institutional Partnerships****Staff reporting to this post:** none**Budget Responsibilities:** No direct budget responsibilities |
| **KEY AREAS OF ACCOUNTABILITY :** **Partnership and account management: specific support to key accounts/ groups of accounts/ members** * Lead on the cross organisational account allocation refresh, coordinating inputs effectively across the membership and collating for presentation to relevant stakeholder groups.
* Provision of targeted support and advice (through mentoring, identification/ brokering of peer to peer support) to members projecting strong income growth over next strategy period.

**Planning and Reporting: best practice approaches, processes, tools and systems** * Support the Global Director of PFIP with tracking and reporting against our 2023 strategy and ensuring timely reporting of PFIP inputs into the broader Resource Mobilisation, Communications and Engagement Department reporting and planning processes.
* Collaborate and support the market development team leads on the development, collation and dissemination of key reports for our Big Bet and Income engine accounts

**Funding Governance: optimisation and improvement*** Lead on key elements of the Global cross movement review of donor due diligence practices
* Working with the Global Lead for Institutional Funding Governance & Risk Assurance and legal team, develop donor due diligence process for SCI led funding (directly received)
* Provide expert technical advice related to waiver requests under the SCI Fundraising Protocol, supporting Country and Regional Offices to gain approval for access to market
* Lead on specific process reviews related to changes in SCA ways of working in relation to SCI led funding.

**Knowledge Management: best practice approaches, alignment and communication*** Lead on the management of PFIP content for the Quality Framework (the key repository of our organisational policies, procedures and tools)
* Contribute to the development and updating of the ‘Good to Great Institutional Partnership Guide’ and related OneNet structure and content.
* Provide support to member account leads in updating their institutional account pages and related content in the Donor Resource Library (DRL)
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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 other stakeholders accountable for delivering 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 others, takes responsibility for their own personal development and encourages others 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 or qualified by relevant professional experience.  |
| **EXPERIENCE AND SKILLS****Essential*** Knowledge of general and donor-specific good practices in institutional partnership management (both internal and external)
* Excellent project management skills, including stakeholder engagement and cross-functional project delivery
* Attention to detail and the ability to follow tasks and ideas through to completion
* Experience and knowledge of award or institutional partnership management, or comparative experience.
* Experience of coordinating and developing content and undertaking knowledge management in a complex organisation
* Understanding of capacity building approaches; experience and knowledge of developing specific tools and guidance would be an advantage.
* Highly developed interpersonal and communication skills
* Experience in complex stakeholder management and collaborating with others across a matrixed environment, including ability to influence and gain agreement for ideas and proposals from a variety of stakeholders
* Commitment to Save the Children values
* A high degree of flexibility and adaptability in order to respond to changing needs

**Desirable*** Experience of working with Save the Children in an award management or institutional partnership management-related role.
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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:** Julia Metcalfe & Chloe Reynolds | **Date:** 1 Feb 2023 |
| **JD agreed by:**  | **Date:**  |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |