

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Commercial Practice Manager
Department	Policy and Programmes
Unit	Commercial Practice Unit
Grade	2
Salary	£53,000 - £63,000 per annum, depending on skills and experience. We would expect to offer the upper end of this range to a candidate with a track record of winning significant and complex new contracts or projects in areas relevant to Plan International UK
Contract type	Permanent, full time (34.5 hours per week)
Reporting to	Head of Commercial Practice

Overview of Plan International UK

About Us

Plan International UK is an independent development and humanitarian charity that advances children's rights and equality for girls. We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected. Working together with children, young people, our supporters and partners, we strive for a just world, tackling the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for 80 years, and are now active in more than 70 countries. By 2022 we want to help 100 million girls learn, lead, decide and thrive.

The 65-person Policy and Programmes Directorate supports these aims by ensuring that Plan International UK delivers the highest quality policy and programmes.

Why Join Plan International UK?

This is an exciting time to join as we implement a range of ambitious plans designed to make us 'the' best among our peers. We want to be known for our expertise in girl's rights and youth, highly-competitive in Education, Economic Security, Child Protection, Sexual Reproductive Health and Rights (SRHR) and Water, Sanitation and Hygiene (WASH), and be seen as an ambitious, quickly expanding player in the humanitarian space. We constantly enhance programme quality and effectiveness, raise income from institutional donors (like the British Government), and drive change through setting and influencing policy agendas.

The Commercial Practice Unit is a new unit which Plan International UK has created to compete and collaborate with private sector consultancies. This unit will focus on securing new commercial contracts and positioning Plan International UK as a credible commercial partner.

Job Purpose

Work with the Head of Commercial Practice to establish this new unit in Plan International UK and secure new business by building on Plan International UK's identified strengths which include: equality for girls; young people empowered into successful adulthood; resilience in fragile communities; diverse and effective partnerships; and organisational excellence.

Key Deliverables	Key Activities
Develop and win commercial opportunities	<ul style="list-style-type: none"> • Generate new business leads in target technical areas through research, networking and client engagement • Support Plan's expansion into new areas, with regards to opportunities traditionally occupied by the commercial sector. • Build relationships with key government and private sector consultancies to understand their needs and work with colleagues to design fit for purpose solutions. • Lead and manage winning proposals with cross-team support. • Support overall commercial strategy development
Other Responsibilities	<ul style="list-style-type: none"> • Engage with key clients and donors to develop new approaches aimed at changing the commercial contract market • Explore new potential business streams • Undertake other tasks as requested by the Head of Commercial Practice.

General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, internally or externally, are in line with the overall aims of the organisation and with policies and procedures • Participate in training and other activities as requested
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Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan's position on promoting children's rights and gender equality, and integrating this into all aspects of work • Commitment to child safeguarding and to being confident and competent in meeting safeguarding responsibilities
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Level of Child Protection Responsibility	Medium - Has responsibility for ensuring Child Protection procedures or policies are adhered to.
Level of Budgetary Responsibility	Medium – will work closely with the Head of Commercial Practice (budget holder)

This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	March 2018
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

PERSONAL COMPETENCIES	
Competency Title	The successful candidate will be able to....
Developing commercial relationships	<ul style="list-style-type: none"> • Develop effective and constructive working relationships with relevant donors, staff and partners worldwide, through a constructive and personable approach • Communicate clearly and effectively verbally and in writing • Influence and win over stakeholders, build consortia and form consensus.
Working effectively and efficiently	<ul style="list-style-type: none"> • Manage budgets and forecasts. • Organise time effectively to meet deadlines. • Facilitate self and team members to work effectively under pressure • Develop clear structures, assign roles and responsibilities. • Take responsibility to ensure that business plan targets are met.
Demonstrating Plan values	<ul style="list-style-type: none"> • Show a commitment to the work of Plan International UK and act with integrity and honesty. • Take initiative within organisational rules and work with limited need for supervision. • Ensure high quality technical work. • Proactively share learnings and other relevant information.

RELEVANT EXPERIENCE
The successful candidate will have experience of
A track record of developing and winning new business, including lead generation and proposal development.
Working at a mid/senior level for relevant organisations in the development, public or corporate sectors.
Representing organisations to new clients and partners.
Building strong partnerships with new and existing donors and with consortium partners.
A degree (preferably post-graduate) or equivalent experience in a relevant area

Gender sensitive and transformative programming (desirable)
Designing, implementing or managing projects is (desirable)
Managing staff and consultants as part of international teams is (desirable)
Designing innovative new projects in a development or relief context in Asia and/or Africa (desirable)

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Demonstrate an awareness of child safeguarding issues	Sound understanding of donor trends, particularly within the DFID landscape
Demonstrate sound financial fluency	Sound understanding of Plan International UK's likely partners, competitors and its role in the international development market place
	Gender sensitive and transformative programming approaches that advance girls' and women's rights