Job Title : Resourcing Executive (Bids)

Directorate : International Programmes Department

Unit : Development Programme Unit

Grade : 4

Salary : £37,259 per annum

Hours : Full time (34.5 hours per week)

Contract type : Permanent

Location : UK based working from our offices near Old Street, London. We are currently piloting a hybrid working model, where staff split their time between working at home and in the office.

Reporting to : Senior Programme Development Manager – West and Central Africa and Asia

Responsible for : Resourcing Coordinator

Overview

Plan International strive to advance children’s rights and equality for girls all over the world.

Working together with children, young people, our supporters and partners, we’re tackling the root causes of gender inequality and child poverty. We’ve been building powerful partnerships for over 80 years, and we’re now active in more than 70 countries.

The International Programmes Directorate supports these aims by ensuring that Plan International UK delivers the highest quality programmes. 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 girls’ rights and youth, highly-competitive in Education, Economic Security, Child Protection, Sexual Reproductive Health and Rights (SRHR) 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).

Within the International Programmes Directorate the Development Programmes Unit (DPU) is the hub for impactful long-term development programming in Plan International UK. DPU teams work in close collaboration with Plan International Country Offices to design high quality programmes, and to raise the funds from institutional donors needed to implement them. Development Programmes Unit teams then oversees management of grants and contracts awarded, ensuring donor compliance, effective programme monitoring and evaluation, quality delivery and effective learning.

Job Purpose

To play a pivotal role in bidding for commercial contracts and in supporting programme delivery by leading on the pre-recruitment of highly skilled project staff for all our commercial bids.
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<tr>
<th>Key Deliverables</th>
<th>Key Activities</th>
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<tr>
<td><strong>Project and bid resourcing</strong></td>
<td>• Lead on the development, implementation and maintenance of our resourcing systems (e.g. Hubs Spot) to resource technical experts to fulfil the roles identified in our bids and to prepare technical tender documents.</td>
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<td>• Lead on the development and the roll-out of systems and processes improvements related to the recruitment and the management of bid personnel ensuring full compliance with the Data Protection Regulations.</td>
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<td>• Manage the full recruitment cycle to ensure key staff and consultants are identified for our bids resourcing plans. This will include proactive and persistent networking, particularly via channels like LinkedIn, head hunting, writing job descriptions, preparing interview questions and written tests, conducting interviews, post interview communications, negotiations, contracting etc.</td>
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<td>• Pre-recruit generalist Project Managers, Education, Monitoring and Evaluation and other technical Specialists onto rosters so that they can be quickly matched with anticipated positions on new contracts, to smooth the process of bid compilation and increase quality of bids.</td>
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<td>• Support capacity building on recruitment and selection skills and processes related to bids (e.g. HubSpot) for colleagues across the organisation and Country Offices.</td>
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<td>• Maintain active and positive relationships with staff recruited at critical stages, e.g. between bid submission and contract award.</td>
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<td><strong>Leading on sections of bids related to personnel and team</strong></td>
<td>• Ensure high quality content and format of CVs being submitted to the funder as part of proposals by personally tailoring CVs of identified candidates.</td>
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<td>• Lead on drawing up team structure diagrams and descriptions for bids.</td>
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<td>• Support our finance and bid teams to construct appropriate fee rates/salary bands for all personnel.</td>
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<td><strong>Project Support</strong></td>
<td>When Plan International UK is successful in a bid, maintain the momentum towards project initiation by:</td>
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<td>• Ensuring bid commitments are adhered to.</td>
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<td>• Maintaining negotiations with all stakeholders – especially key personnel.</td>
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<td>• Identifying the necessary steps for successful implementation (for example by acting on long lead times, especially regarding further recruitment of staff).</td>
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<td>• Supporting and liaise with funder and partners to finalise contractual issues</td>
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<td>• Participating in logistical preparation for projects.</td>
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<td>• Clarifying and making improvement to aspects of the bidding documentation.</td>
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<td><strong>People Management</strong></td>
<td>• Line manage the Resourcing Coordinator, motivating them to identify high quality candidates for commercial bids and thereby contribute to development of high quality, gender-sensitive, and innovative commercial tenders.</td>
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- Develop the knowledge, expertise (particularly in reactive identification of key experts) and confidence of the Resourcing Coordinator through coaching, identifying and supporting learning and development needs.

### Other Duties
- Research funding opportunities through a wide variety of channels.
- Represent Plan International UK during networking events (e.g. sector meetings)
- Support on some aspects of the bidding process included but not limited to redact parts of commercial and/or technical tenders and familiarisation with, and dissemination of, key information from funders on all aspects of the bid.
- Any other duties as assigned by the line manager which can reasonably expected to be fulfilled by the post holder.

### General
- Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims and values of the organisation and with policies and procedures.
- Participate in training and other activities as requested

### Awareness and Representation
- Commitment to Plan International UK’s position on promoting girls’ rights and gender equality, diversity and inclusion and antiracism and integrating this into all aspects of work.

### Level of Safeguarding Responsibility
- **Standard** – No direct contact with children, young people or programme participants day-to-day.
  1. Act as a role model representing Plan International’s commitment to non-discrimination and safeguarding
  2. Report safeguarding concerns in a timely manner and co-operate in investigations as appropriate
  3. Understand the relevance of safeguarding to your role and make sure you mainstream safeguarding in your work in order to fulfil Plan’s duty of care

### Level of Budgetary Responsibility
- Not applicable

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

### Date Created
- July 2022
## Essential Criteria

- Solid experience in recruitment in the international development sector (preferably recruitment for bids/commercial tenders) with a focus on identifying highly skilled staff to support our bids resourcing plans through proactive and rapid recruitment methods using various social media platforms (e.g. LinkedIn)

- Knowledge of donor contractual requirements and priorities, particularly in relation to the Foreign and Commonwealth and Development Office (FCDO), World Bank and EC is preferable but not essential.

- Strong written communication skills – the ability to analyse and synthesise information into concise, persuasive documents within short timeframes

- People management experience with a track record of managing, motivating and developing your team members

- Ability to undertake research efficiently and effectively and put together bid documentation following funder templates and be creative and resourceful when faced with challenges in our bid processes

- Experience of developing and managing effective systems and processes

- Highly organised approach to work - able to work under pressure during times of high workload i.e., handling multiple bids’ resourcing needs at a time with competing priorities and challenging deadlines

- Excellent interpersonal skills – able to work effectively with potential experts / candidates and to negotiate effectively with donors, partners and Country Offices

- Open to change and able to demonstrate a flexible and adaptable approach

- A highly collaborative approach with the ability to build and maintain good relationships with a wide range of people within and across teams

- Able to demonstrate a commitment to Plan International UK’s values and to Feminist Leadership Principles and role model these in all aspects of your work