**Plan International UK Job Profile**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Resourcing Coordinator (Bids)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directorate</td>
<td>International Programmes</td>
</tr>
<tr>
<td>Unit (if appropriate)</td>
<td>Development Programmes Unit</td>
</tr>
<tr>
<td>Grade</td>
<td>5</td>
</tr>
<tr>
<td>Hours</td>
<td>Full-time, 34.5 hours per week</td>
</tr>
<tr>
<td>Salary</td>
<td>£31,052 per annum</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Location</td>
<td>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.</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Resourcing Executive (Bids)</td>
</tr>
</tbody>
</table>

**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 policy and 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 girl’s 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. DPU 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 support the Resourcing Executive (Bids) in strategic and reactive international resourcing needs by proactively planning and implementing end-to-end recruitment for all tender opportunities.

**Key Deliverables**

**Bid Resourcing**

- Work with the Resourcing Executive (Bids) to recruit key and non-key expert staff to name on tender opportunities. This will include proactive and persistent networking, particularly via
channels like LinkedIn, DEVEX, DEVAID, among others

- Provide high quality sourcing, attraction, assessment design and recruitment delivery service (from job description development through to offers and subsequent contracting)
- Ensure high-quality content and tailoring of CVs being submitted to the funder/client as part of the bidding process
- Write and draw up team sections of proposals, including teaming structure diagrams where applicable
- Coordinate and agree on budgetary requirements for key and non-key personnel with UK-based programme development team and Country Office staff.
- Support the Resourcing Executive (Bids) to review, improve and develop recruitment tools and documents to enable the programme development team to respond more efficiently and effectively to client requirements, particularly for commercial contracts
- Support the Resourcing Executive (Bids) to build the capacity of DPU staff, Plan International UK and Country Office staff in bids resourcing skills
- Keep an active and positive relationship with people who have been recruited at critical stages, e.g. in the time between bid submission and contract award
- Support the overall management of the Resourcing database (HubSpot) e.g. obtain consent forms from consultants, keep the database up-to-date and ensure relevant trainings are available for key users

Upon award of the contract, ensure bid commitments are adhered to by:

- Briefing the Programme Management Team (PMT) and relevant in-country staff on pre-contract agreements.
- Handing over relationships with key and non-key experts to Country Office staff

**Other Responsibilities**

- Attend regular team meetings and contribute to the overall smooth operation of the Programme Development team and wider unit and directorate
- Take an active role in and contribute to the Programme Department’s planning processes and work planning
- Undertake other reasonable tasks as requested by the line manager

**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 anti-racism and integrating this into all aspects of work.
**Level of responsibility for safeguarding children and young people**

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**

None

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

**Date Created**

March 2022

---

**PLAN INTERNATIONAL UK PERSON SPECIFICATION**

**Essential Criteria**

- Previous experience of supporting the recruitment/resourcing of large commercial tenders and knowledge of donor contractual requirements and priorities, particularly in relation to the Foreign and Commonwealth and Development Office (FCDO), World Bank and EC

- Experience of rapid recruitment processes for experts to be included in bids, including successful networking for hiring, and competitor mapping

- Experience of using social media and other tools to find high-quality experts to place onto bids and to persuade them to join our project team.

- Strong written communication skills - able to analyse and synthesise information into concise, persuasive documents and adapt communication style to address different audiences

- Excellent interpersonal skills with the ability to negotiate effectively with external stakeholders, in particular potential consultants

- Able to demonstrate a creative and resourceful approach to overcoming challenges in bid processes

- Experience of managing administrative systems and processes, including experience of having contributed and made improvements to systems and processes to increase efficiency and effectiveness

- Proficient in the use of IT programmes (Word and Excel, Teams and databases).

- Strong organisational skills – able to manage a varied workload and work accurately and efficiently to meet deadlines and targets, including working under pressure during times of high work load (i.e. bid deadlines)

- 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