

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Senior Business Development Manager x 2: - Role 1 will focus on Asia and West Africa - Role 2 will focus on East and Southern Africa
Department	Policy and Programmes
Unit	Development Programmes Unit (DPU)
Grade	2
Salary	£46,000 per annum. However, we will be prepared to offer a salary of up to £50,000 per annum to candidates with significant private sector/commercial experience
Contract type	Permanent, full time (34.5 hours per week)
Reporting to	Senior Manager – Programme Development
Responsible for	Line management of 3 Programme Development Specialists

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.

Within the Policy and Programmes Directorate the 30-person 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	
	<ol style="list-style-type: none"> 1. Provide motivating line management and coaching to a team of three Programme Development Specialists 2. Lead the Programme Development Specialists to design high quality proposals and bidding processes for assigned regions, raising funds from a range of bilateral and multilateral donors and meeting income targets. 3. Play a hands-on role, alongside Programme Development Specialists, in developing and writing strong proposals and tenders, directly leading particular bid processes where overall capacity requires this. 4. Play a key role in driving donor liaison, gathering intelligence and pre-positioning for upcoming opportunities, focusing particularly on proactive funding pitches and ensuring that a healthy opportunity pipeline is generated and maintained. 5. Play a key role in the strengthening and establishment of systems which improve Plan International UK's capacity to develop strong bids and programmes.

Key Deliverables	Key Activities
Business development and donor relationship management	<ul style="list-style-type: none"> • Lead the design of high quality commercial tender submissions and grant proposals to a range of institutional donors, ensuring that targets are met and exceeded. • Build and maintain strong relationships with key institutional donor representatives, fund managers and partners; understanding their objectives and presenting to them Plan International UK's offering. • Coach Programme Development Specialists to write competitive and compliant commercial and technical proposals for tenders. • Strengthen systems for identifying and responding to new opportunities in order to secure funding from institutional donors which supports Plan International UK's strategy. • Contribute to the development of innovative strategies for raising awareness of and funding for work among new donors. • Maintain strong working relationships with Regional Office and key Country Office staff in assigned regions, and provide appropriate support to Country Offices in relation to donor liaison.
Team leadership and communication	<ul style="list-style-type: none"> • Oversee Programme Development Specialists to develop high-quality, gender sensitive and innovative commercial tender submissions and grant proposals with Country Offices, with technical and financial support from Technical Specialists and Grants Finance Accountants. • Ensure effective communication among team members and with Country and Regional Offices and with other key stakeholders. • Lead, motivate and coach team members to develop their skills and realise their potential. • Liaise closely with the Senior Manager - Programme Development and the Senior Business Development Manager responsible for the other regions, to ensure effective cross team working.
Other Responsibilities	<ul style="list-style-type: none"> • Provide timely reports, data and information as requested. • Act as focal point for the team to feed data in for monthly business development pipeline meetings, ensuring that inputs are accurate and projections are realistic. • Undertake other tasks as requested by the Senior Manager – Programme Development.

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
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
Level of Child Protection Responsibility	Medium - Has responsibility for ensuring Child Protection procedures or policies are adhered to.
Level of Budgetary Responsibility	Medium - Post has direct responsibility for the management of a small budget.

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

Date Created	November 2017
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PLAN INTERNATIONAL UK PERSON SPECIFICATION

PERSONAL COMPETENCIES

Competency Title	The successful candidate will be able to....
Communicating with all stakeholders	<ul style="list-style-type: none"> • Develop effective and constructive working relationships with relevant donors, staff and partners worldwide. • Communicate clearly and effectively
Working effectively and efficiently	<ul style="list-style-type: none"> • Motivate and lead their team. • 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 successful track record of pre-positioning, developing, reviewing and winning institutional donor funding in a competitive setting, particularly from DFID, the EC or multilateral donors..

Effective leadership and coaching of staff to ensure that multidisciplinary teams work effectively together and that team targets are achieved.

Supporting the meeting of team targets on income raised, as well as wider KPIs such as number of beneficiaries reached and number of gender transformative projects.

Representation to donors' senior staff, in particular DFID and the EC, at HQ and field levels.

Building strong partnerships with new and existing donors and with consortium partners.

Undertaking effective research and intelligence gathering to inform opportunity pipelines.

Designing innovative new projects in a development or relief context in Asia and/or Africa.

A degree (preferably post-graduate) or equivalent experience in a relevant area
Gender sensitive and transformative programming approaches
Experience of working in a private sector development agency is highly 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.
Write and edit to an excellent standard in English; and preferably communicate well in spoken and written French (desirable) or other relevant languages	Sound understanding of Plan International UK's likely partners, competitors and its role in the international development market place.
Make sound judgment calls and solve problems creatively	
Demonstrate a high level of computer proficiency, particularly with MS Office packages.	