

Due Diligence Lead

Job Level	Level 3	Job Reference No:	
		Role review date:	
Directorate	International	Function	Performance, Quality & Accountability
Service	Performance, Quality & Accountability	Reports to:	Senior Grants and Compliance Manager – FCDO Team

Scale and scope of role

Direct reports	None	Indirect reports	
Budget responsibility/ accountability	None	Accountable for other resources	

This role will be line managed by the Senior Grants and Compliance Manager – FCDO.

Context

We help anyone, anywhere in the UK and around the world to get the support they need if crisis strikes: connecting human kindness with human crisis. We enable vulnerable people in the UK and abroad to prepare for and withstand emergencies in their own communities. And when the crisis is over. We help them to recover and move on with their lives. We are part of the Red Cross and Red Crescent global humanitarian network.

Our Values and Principles

Our values (compassionate, courageous, inclusive and dynamic) underpin everything that we do. As a member of the Red Cross and Red Crescent Movement, the British Red Cross is committed to, and bound by, its **fundamental principles**: humanity, impartiality, neutrality, independence, voluntary service, unity and universality.

Diversity

At the British Red Cross, we are looking for the right people to help us provide support to millions of people affected by crisis. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross (BRC). We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness.

Purpose of the role

This role will focus on completing National Society (NS) partner due diligence assessments. The person will be the process lead and liaison between BRC, NS and other critical stakeholders. They will also support BRC Country Managers to ensure that improvement plans are developed by the NS partner that focus on mitigating risk to BRC and the NS. BRC NS partners are based in Asia, Africa, MENA and Europe.

Key responsibilities

Plan due diligence assessments

- Lead the development of a clear, collaborative plan for all due diligence assessments, ensuring alignment with BRC's partnership standards and timelines
- Work with relevant stakeholders to determine the specific areas of focus within the existing due diligence, tailoring the assessment to the context and risk level of each partner
- Ensure the BRC due diligence builds on other recent assessments or is completed in coordination with other Partner National Societies
- Ensure the appropriate tools, templates, and checklists are in place and adapted to the local context, while maintaining compliance with BRC and sector-wide due diligence standards
- Facilitate communication with both internal teams and external partners to ensure clarity on the process, expectations, and required documentation
- Identify potential risks or challenges in the assessment process early on and develop mitigation strategies in collaboration with country teams

Deliver due diligence assessments

- Carry out detailed assessments using BRC's due diligence framework
- Collect, review, and validate all required documents and evidence from partners to support assessment findings, ensuring accuracy and completeness
- Facilitate interviews with partner staff and, where feasible, conduct site visits to observe operations and verify practices on the ground
- Analyse and complete the financial sections of the Due Diligence Capacity Assessments by reviewing partner documents and accounts
- Coordinate the other technical leads in completing their sections, backfill if required
- Check that the information provided by partners is accurate
- Analyse the partner's strengths and weaknesses, identify gaps and areas of non-compliance/risk, and document these clearly with supporting evidence
- Prepare clear, structured reports summarizing findings, risk ratings, and recommendations, ensuring they are reviewed and validated by relevant stakeholders
- Share assessment outcomes with BRC country teams and relevant decision-makers, contributing to partnership risk assessments and capacity-strengthening plans
- Maintain an adequate audit trail of documentation

Support and improve partner relationship

- Negotiate with partners throughout the due diligence assessments ensuring sensitivity and understanding of both parties' requirements
- Ensure clear communication and follow-through on action plans
- Draft and update improvement plans based on assessment findings

Team Member

- Actively participate in team meetings and collaborative activities
- Provide support to colleagues and contribute to a positive team environment
- Works and behaves in accordance with all BRC policies, procedures and in line with our Values in Action
- Adhere to all BRC policies and procedures, and embody our Values in Action
- Upholds the fundamental principles of the Red Cross and acts with integrity, in accordance with the Society's values (inclusive, compassionate, courageous and dynamics)

The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.

Pre-engagement checks

Criminal Records

Type of criminal record checks required for this role

England and Wales – Disclosure and Barring Service (DBS)
<ul style="list-style-type: none">• None• Enhanced – Adult workforce• Enhanced – Child workforce• Enhanced – Child and Adult workforce
Scotland
<ul style="list-style-type: none">• None• Protecting Vulnerable Groups (PVG) – Adult• Protecting Vulnerable Groups (PVG) – Child• Protecting Vulnerable Groups (PVG) – Adult and Child
Northern Ireland
<ul style="list-style-type: none">• None• AccessNI – Enhanced Children• AccessNI – Enhanced Vulnerable Adults• AccessNI – Enhanced Vulnerable Adults and Children

Drivers Check - Required – No

International roles only

If you have been living outside of the UK, we will request international police checks in lieu of a UK criminal record check.

International Police Check	Yes	No
International Driving License for manual cars	Yes	No

Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
Knowledge and Skills	S	I	A
<p>Essential</p> <ul style="list-style-type: none"> - Up to date knowledge of themes and compliance issues of the International Development space including FCDO requirements. Detailed knowledge of institutional donors such as FCDO, ECHO or USAID and understanding of how to manage compliance and risk in donor led funding. - Strong ability to audit accounts/auditing experience - ACCA, CIMA or equivalent CCAB qualification or relevant experience - Appreciation of, and ability to navigate a multicultural environment - Excellent reporting and financial management skills <p>Ability to manage relationships at a variety of levels, including with senior managers, partners and operational / programmatic staff.</p> <p>-Detailed understanding of key due diligence areas- Be able to travel internationally if required</p> <p>Desirable</p> <ul style="list-style-type: none"> - French Speaking B2 minimum - Formal training in project management methodology - Knowledge of the Red Cross and Red Crescent Movement - Higher level academic qualification (degree level or equivalent work experience) -Knowledge of the FCDO/HQAI due diligence process/framework -Able to negotiate sensitively with a range of stakeholders including CFOs, Risk Managers and Project Staffs 	<p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p>	<p>I</p> <p>I</p>	
Experience	S	I	A
<p>Essential</p> <ul style="list-style-type: none"> - Experience of grant management and financial reporting with a range of institutional donors including the FCDO - Experience providing support and advice to a diverse range of stakeholders based overseas <p>Experience of communicating complex information to a variety of stakeholders.</p> <ul style="list-style-type: none"> - Experience of establishing effective relationships to influence and enable decision making 	<p>S</p> <p>S</p> <p>S</p> <p>S</p> <p>S</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>	

<ul style="list-style-type: none"> - Experience in negotiating contracts with downstream partners - Experience within the NGO / Humanitarian sector gained through an overseas posting or through several overseas visits to programmes - Experience of risk management within complex environments. <p>Desirable</p> <ul style="list-style-type: none"> - Developing and implementing programmes and projects - Experience of designing and undertaking programme monitoring and evaluations - Experience of delivering training and/or capacity building - Proven overseas field experience in the humanitarian or development - Experience of working in the Red Cross Movement - Experience of completing due diligence on downstream partners 	S	I	
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Additional requirements			
<p>Essential</p> <ul style="list-style-type: none"> - Ensures inclusive practice, challenges discrimination and promotes diversity in line with our Equality, Diversity and Inclusion (EDI) policy. - Ensures inclusive practice and promotes diversity - Contributes to a culture of safeguarding and protection from sexual exploitation, abuse and harassment. <p>Desirable</p> <ul style="list-style-type: none"> - Able to travel for up to 45 days per year and operate in a physically demanding working environment and situations of political insecurity 			
Values in Action			
<p>Dynamic - We move forward as one team.</p> <ul style="list-style-type: none"> - Every day, we're adapting, innovating and learning. - When the unexpected happens, we are calm, quick and efficient. - We respond smartly, using clear processes and systems. <p>Compassionate - We stand for kindness.</p> <ul style="list-style-type: none"> - People come first, no matter who or where they are. - We have genuine, open-minded conversations. - Together, we're a united force for good. <p>Inclusive - We are open to all.</p> <ul style="list-style-type: none"> - We treat each other with dignity and respect. - Every person's uniqueness is valued, supported and celebrated. - Our individual backgrounds and experiences make our organisation stronger. <p>Courageous - We are bold.</p> <ul style="list-style-type: none"> - We show our strength by doing the right thing. - We aren't scared to test our creative ideas. - As humanitarians, we go the extra mile to help people in crisis 			

We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.