

## Role Title

<b>Job Level</b>	Level 5	<b>Job Reference No:</b>	10707
		<b>Role review date:</b>	April 2022
<b>Directorate</b>	International	<b>Function</b>	Programmes & Partnerships
<b>Service</b>	Regions	<b>Reports to:</b>	Head of Region

## Scale and scope of role

<b>Direct reports</b>	0	<b>Indirect reports</b>	0
<b>Budget responsibility/ accountability</b>	None	<b>Accountable for other resources</b>	N/A

*In addition to formal line management, as described above, the role will also be informally supervised and directed by managers in other parts of the organisation. This will be explained on appointment and kept under review.*

## 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. 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

The Africa and Overseas Branches (OSBs) region is seeking to hire a Business Development Manager who will work closely with both fundraising and programme teams to maximise income and partnerships within the region. The Business Development Manager will clearly scope, design and develop opportunities aligned with both donor opportunities and British Red Cross and partner strategies. The role will work with the Head of Region and senior regional colleagues (Country Cluster Managers, Sr Disaster Management Coordinator) to support and strengthen regional programme development efforts, including working closely with fundraising and the FCDO team on stewarding all phases of the business development process, from opportunity identification, pre-positioning, partnership, proposal development and submission, due diligence and donor engagement.

The role will also support grants management and compliance from a business development lens to ensure that secured funding is being responsibly managed and quality implementation leads to continuity of donor support. The role will further support effective capacity building – including Programme Managers, Regional Officers, etc – to ensure that there is a strong overall capacity for business development, grants management, and compliance across the region.

The role will work closely with BRC's fundraising teams, country offices, global technical advisors, FDCO team, PMEAL and finance teams to build business development capacity and ensure high quality programme and proposal development. While this position is UK based, this role will include regular travel within the Africa region – with particular focus on key partnership countries (Chad, Nigeria, Ethiopia, Somalia and Kenya). In order to support French-speaking West African partnerships, strong language skills are essential.

### Key responsibilities

#### Programme development

- Support the business development strategy for the region, working in close collaboration with regional and fundraising teams, to ensure clearly identified and prioritised targets across the full range of potential donors and aligned programme and strategic partnerships priorities
- Conduct ongoing horizon scanning and prospect research, regularly disseminate and coordinate analysis of new funding opportunities from bilateral, multi-lateral, and other institutional donors.
- Map, track and coordinate in-country donor engagement efforts, and share insights with internal stakeholders (i.e. BRC Fundraising teams and FCDO team) and develop strategies to harness long-term funding partners
- Work in close coordination with BRC fundraising teams as a regional focal point to establish a detailed multi-year pipeline of clear income and opportunities for the region
- Work with programme teams to create compelling fundraising propositions, ensure each programme has clear goals and quality programme assurance to meet donor requirements to support income generation.
- Support regular communication and stakeholder engagement between the region and fundraising teams through the delivery of regular insights and analysis of opportunities and pipeline discussions
- Support production of donor engagement communications and supporting materials, and draft the programmatic content for project concepts for pitching to donors
- Jointly design and develop programmes with fundraising colleagues at all stages of the design process
- Coordinate Value for Money calculations in proposal development, as required by donors
- Use creative approaches to link programme aspirations to donor priorities, while also effectively influencing the strategies of donors.
- Build capacity at country/programme level to develop skills, knowledge and processes that contribute toward donor strategies are effective and efficient.

#### Grants Management and Compliance

- Provide technical grants management and compliance advice in negotiations (contracts, costing, governance and accountability)
- Support project start-up / kick-off by ensuring up-to-date compliance cheatsheets / reporting requirement guides are completed, including donor visibility requirements
- Support country teams to collaborate with National Societies to prepare for on-track, on-time, on-budget implementation (where required)
- Support preparation of modification requests (where required)
- Support high risk / strategic donor reporting (where required)

- Support After Action Reviews and captured learning (where required)

### Internal and External Relations

- Proactively create and maintain relationships within the Red Cross Movement and wider sector in coordination with the BRC funding teams to enable BRC to maximise funding opportunities for the region.
- Through networking, relationships and insights, maintain an awareness of the capacities of National Societies in the region.
- Working proactively with the Head of Region and Country Managers, seeks to design specific Resource Mobilisation capacity-building projects with partner National Societies.

### Team Member:

- Actively participates in all team meetings.
- Supports other team members.
- Work and behaves in accordance with all BRC policies and procedures and 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 dynamic).

The duties and responsibilities described are not a comprehensive list and additional tasks maybe 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

<b>England and Wales – Disclosure and Barring Service (DBS)</b>
• None
<b>Scotland</b>
• None
<b>Northern Ireland</b>
• None

**Drivers Check** - Required – No

### Person Specification

Requirements	Evidence obtained through Shortlisting (S), Interview (I), Assessment (A)		
	S	I	A
<b>Knowledge and Skills</b>			
<b>Essential</b>			
Able to think strategically in relation to programme design and how best to work collaboratively with fundraising teams and a range of income streams		I	
Able to network, engage and maximise funding opportunities for the organisation and our partners.	S	I	
Proven diplomacy skills that demonstrate ability to engage with senior representatives, donors or governments	S	I	
Good knowledge of fundraising and resource mobilisation opportunities (including institutional fundraising and private sector engagement)	S	I	A

Strong programme development skills; strong programme budgeting skills a plus.	S	I	A
Strong experience in collaboration and ability to work with people with diverse opinions to develop program proposals and other donor impact opportunities.		I	
Excellent communication and interpersonal skills, including the ability to effectively manage a variety of relationships in a multicultural environment	S	I	
Other languages: French (essential)	S	I	
<b>Desirable</b>			
Good knowledge of the Red Cross and RedCrescent Movement	S	I	A
<b>Experience</b>	<b>S</b>	<b>I</b>	<b>A</b>
<b>Essential</b>			
Significant experience of working in the Region – preferably in key partnership countries (Chad, Mauritania, Nigeria, Ethiopia, Kenya, Somalia)	S	I	
Experience of working in the humanitarian and international development sector in a programme development role, preferably working within developing country contexts	S		
Significant experience of working with fundraising teams to develop pipeline funding into financial opportunity and collaborating with a network of partners	S	I	
Proven track record of successful programme development securing large and/or complex tenders or grants with a range of multilateral and bilateral donors, including FCDO.	S	I	
Representing international organisations at a senior level in operational contexts, preferably within the humanitarian or international development sector	S	I	
Extensive experience working in building partnerships in developing countries	S	I	
<b>Desirable</b>			
Experience in consortia development		I	
<b>Additional requirements</b>			
<b>Essential</b>			
Ensures inclusive practice, challenges discrimination and promotes diversity in line with our <b>Equality, Diversity and Inclusion (EDI) policy</b> .		I	
Ability to travel extensively to complex and insecure environments (minimum of once per quarter)		I	
Ability to occasionally work unsociable hours for urgent proposals with quick turnaround of external deadlines (as required)		I	
<b>Values in Action</b>			
<p><b>Dynamic</b> - We move forward as one team.</p> <ul style="list-style-type: none"> <li>- Every day, we're adapting, innovating and learning.</li> <li>- When the unexpected happens, we are calm, quick and efficient.</li> <li>- We respond smartly, using clear processes and systems.</li> </ul> <p><b>Compassionate</b> - We stand for kindness.</p> <ul style="list-style-type: none"> <li>- People come first, no matter who or where they are.</li> <li>- We have genuine, open-minded conversations.</li> <li>- Together, we're a united force for good.</li> </ul> <p><b>Inclusive</b> - We are open to all.</p> <ul style="list-style-type: none"> <li>- We treat each other with dignity and respect.</li> <li>- Every person's uniqueness is valued, supported and celebrated.</li> <li>- Our individual backgrounds and experiences make our organisation stronger.</li> </ul>			

<b>Courageous</b> - We are bold.		
----------------------------------	--	--

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"><li>- We show our strength by doing the right thing.</li><li>- We aren't scared to test our creative ideas.</li><li>- As humanitarians, we go the extra mile to help people in crisis</li></ul> |  |  |
|---|--|--|

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.