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| **TITLE:** Proposition Writer | | |
| **TEAM/PROGRAMME:** Global Goal Team | **LOCATION: UK** or any existing Save the Children International Regional or Country office **Worldwide** | |
| **GRADE**: C – Mid-Senior level | **CONTRACT LENGTH:** 12 months with possibility of extension | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  **Save the Children International is part of a global Movement that, together, works in nearly 120 countries with the aim that all children should survive and thrive, get a great education and be protected from violence as well as helped to cope with emergencies. This role is an opportunity to make a difference in the lives of some of the world’s most vulnerable and disadvantaged children. You need to be driven by impact and share Save the Children’s values of accountability, ambition, integrity, collaboration, and creativity.**  To drive progress, Save the Children International has recently established four Global Goal Teams which are aligned to our 2022-2024 strategic goals of ‘Healthy Start in Life’, ’Safe Back to School and Learning’, 'Live Free from Violence' and ‘Safety Nets and Resilient Families’. These teams are accountable for coordinating global delivery of the 2022-24 Global Strategic Goals. They will do this by driving implementation of new Global Goal Plans and complimentary frameworks like the Global Research, Evidence and Learning Agenda. The Teams are cross-functional and cross-thematic, bringing together knowledge, resources, and expertise across the movement to support Implementing Offices, Regional and Member offices – acting as a ‘one stop shop’ of support. The purpose of creating the Global Goal teams is to create a meaningful dialogue platform with Implementing Offices, Regions and Members, and to support each entity more effectively to amplify our impact for children.  The Global Goal teams will focus on different areas of work which aim to increase the impact we can have for children globally. One of the ways we achieve impact across those pillars is through working with partners, including mobilising essential funding resources. We will also be deliberate to document and advance evidence to drive our goals forward.  This role works closely with the Global Goal Partnerships & Funding Strategists to use powerful storytelling skills to develop core content/written products which align with the Goal Partnerships & Fundraising workplans. They will work across all four Global Goals to write and develop goal specific content for use by various stakeholders including fundraisers and partnerships managers. The role will work flexibly when needed, but generally spend 25% of their time on each of the four Goal areas. | | |
| **SCOPE OF ROLE:**  **Reports to:** Partnership & Funding Strategist Lead (Healthy Start in Life/Live Free from Violence/Safe Back to School & Learning/Safety Nets & Resilient Families– delete as appropriate) with dotted lines to other Strategists  **Line Management responsibilities:** None  **Budget Responsibilities:** None  **Role Dimensions**: We work in around 120 countries worldwide and employ around 17,000 staff within Save the Children International and a further 8,000 within the Save the Children member organisations. We are a highly matrixed organisation with a complex accountability structure.  This role has key stakeholders across the Global Goal teams, and will interact with other stakeholders across Save the Children International countries, regions and centres, as well as Save the Children members. It will collaborate as needed with:   * SCI Programme Quality & Impact (PQI) division including the REL team. * Programme Funding & Institutional Partnership/Corporate Partnerships & Philanthropy teams in SCI Centre * Member partnership and fundraising teams * Regional Resource Mobilisation teams | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Working with the Partnership & Funding Strategists, ensures a coherent pipeline of content that will contribute to an enabling environment for partnership engagement and fundraising across the movement. This may include Goal Programme Offer documents, core products and pitches that can be adapted for different audiences and used by Save the Children members, country and regional offices, or others, content on Save’s capacity/track record in thematic areas and REL. * Working with the Partnership & Funding Strategists produce high quality, clear and inspiring written content that translates key programme information into engaging content for non-specialist audiences. * Develop and maintain effective relationships, and work collaboratively with key partnership and fundraising stakeholders from across the Save the Children global movement to deliver compelling content that will add value and meet the requirements outlined by those stakeholders. * Contribute to knowledge management and learning activities across the Global Goal teams in coordination with Partnership & Funding Strategists, Goal Team Leads and other team members. * Work with technical experts and thematic leads to draft generic concept notes, outline programme propositions and other fundraising materials based on country office, regional team and Save the Children Member needs. * Potential to deploy to directly support/lead the development and writing of key high priority ‘must win’ proposals as the need arise and capacity allows (across any of our institutional, corporate and/or philanthropic donor markets) * Work closely with colleagues in the Partnership & Philanthropy team at SCI Centre to ensure alignment and complementarity of content being developed, which may be used to support the development of partnership relationships and opportunities. Also, to support shared knowledge management approaches so that products are easily accessible to stakeholders. | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **DELIVERING RESULTS:**   * Maintains a strategic perspective at the same time as an awareness of the detail of a situation * Establishes clear and compelling objectives and monitors progress and performance * Creates and applies measures and metrics to track performance * Holds self and others accountable for achieving results and challenges underperformance   **APPLYING TECHNICAL AND PROFESSIONAL EXPERTISE:**   * Makes decisions based on professional expertise and experience without deferring unnecessarily to others * Shares knowledge and best practice on technical solutions so that others can make best use of that expertise   **WORKING EFFECTIVELY WITH OTHERS:**   * Enables people from a wide range of backgrounds and perspectives to contribute to positive outcomes * Breaks down silo working and challenges behaviours that are not collaborative * Knows when to follow and lend leadership to strengthen other team members. * Recognises when trust is broken and seeks to resolve conflict and re-establish trust   **PROBLEM SOLVING AND DECISION MAKING**   * Gathers the right information and uses critical thinking to make effective and timely decisions * Stays with a problem or challenge until a solution is reached or is no longer reasonably attainable * Knows when to involve others in a decision * Demonstrates awareness of the wider external influences that impact on decision making * Simplifies processes and procedures wherever possible | | |
| **EXPERIENCE AND SKILLS**  **Essential:**   * 2-5 years of experience in a writing, communications or fundraising role * Strong, persuasive, and creative writing skills * Ability to write funding propositions and develop other content, for a general audience in a fundraising capacity. * Excellent communication skills (written and spoken), with the ability to think creatively in order to deliver impactful messages for a range of audiences and geographical markets. * Excellent collaboration and coordination skills. * Ability to represent self and team effectively. * Good attention to detail, able to work independently and use initiative. * Commitment to the mission, vision and values of Save the Children   **Desirable**:   * Knowledge and experience of the international development/humanitarian sector within the countries that Save the Children works. * Knowledge and experience of one of the Global Goal areas (Healthy Start in Life/Live Free from Violence/Safe Back to School & Learning/Safety Nets & Resilient Families) and/or Research, Evidence & Learning. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by:** Henrietta Blackmore | | **Date:** 9/12/22 |
| **JD agreed by:** | | **Date:** |
| **Updated By:** Rashida Bhaiji | | **Date: 3/2/23** |
| **Evaluated:** | | **Date:** |