

JOB DESCRIPTION

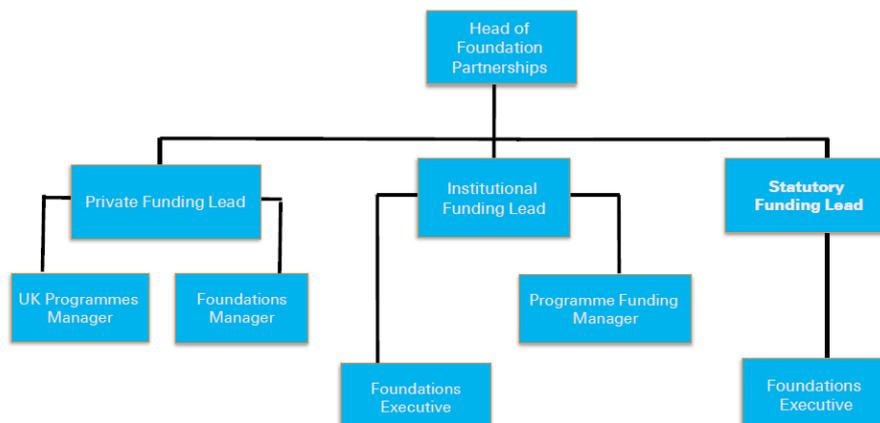
Job Title	Statutory Funding Lead (advertised as Head of Statutory Funding)
Reporting to:	Head of Foundation Partnerships
Department/Team	Foundation Partnerships / Partnerships & Philanthropy
Location	1 Westfield Avenue, London, E20 1HZ
Hours	35hrs per week. Other flexible arrangements will be considered
Salary Band/Grade	Level 3: circa £45,000 per annum
Duration	Permanent
Disclosure level	Basic

Position in the organisation

The Statutory Funding Lead works in the Foundation Partnerships Team; a high-performing, ambitious and supportive team of nine people that sits within the wider Partnerships and Philanthropy department. The Partnerships and Philanthropy department encompasses the Foundations, Corporate, and Philanthropy teams.

The Foundation Team's purpose is to build and nurture strategic partnerships to realise their full potential. We have experienced exciting success and growth over the last seven years; growing income from around £5 million in 2012 to £14 million in 2019. We have ambitions to continue to grow over the coming 5 years, and this role will be key to enabling us to achieve even greater results for children.

TEAM STRUCTURE



Purpose of Post

The Statutory Funding Lead is responsible for overseeing the Foundation Partnerships team's work with statutory government donors, with a personal portfolio comprising £1m+ donors.

The Statutory Funding Lead will work with the Private Funding Lead and Institutional Funding Lead to support the Head of Foundation Partnerships in managing a team to deliver ambitious income targets in support of Unicef's work for children, through the management and cultivation of partnerships with trusts, foundations, institutional and statutory partners at the highest level. The ability to support and motivate team members to spot and capitalise on opportunities, open new markets, develop powerful cases for support and engage new prospects is vital.

The Statutory Funding Lead will work with the Head of Foundation Partnerships on strategic planning, KPIs, and new team strategies on Foundation Partnerships high-level activity and planning.

The postholder will manage a portfolio of key supporter relationships and have line management responsibility.

Responsibilities

Strategic Statutory Responsibilities

- Lead on and oversee all work with statutory government donors, including DFID's UK Aid Match and Jersey Overseas Aid. Manage a personal portfolio of statutory donors at the £1m+ level, ensuring all donors are giving at maximum capacity and receiving appropriate stewardship. Funding should be secured for both programme and humanitarian initiatives.
- Work with the Head of Foundation Partnerships to develop annual and five-year strategic plans for statutory government funding. This work will include creating and implementing new product strategies relevant to the statutory funding market, developing investment business plans, and supporting on financial monitoring.
- Hold relationships with Foundation Partnerships Leads in country offices, Unicef's Public Partnership Division (HQ Government Relations team), Unicef's Private Fundraising and Partnerships Division (Comms and Fundraising HQ) and Unicef's Headquarters (Programmes and Finance). Also support on facilitating wider members of the team in engagement with Unicef's HQ and international focal points.
- Take forward specialist projects as requested by the Head of Foundation Partnerships in line with organisational priorities.

Leadership

- Deputise for the Head of Foundation Partnerships at internal senior leadership meetings, and meetings with colleagues at other Unicef offices as appropriate. Work with senior management, Trustees, senior volunteers.
- Line management responsibility for member(s) of the Foundation Partnerships team working across trusts, foundations, institutional and statutory donor portfolios. In this capacity, to provide support, leadership and direction for line reports, setting clear objectives against which to measure performance. Support line reports and wider members of the team in developing individual development plans and KPIs for their areas of responsibility, in line with team strategy.
- As a senior member of the Foundation Partnerships team, the postholder will be expected to lead and motivate staff, share best practice in relation to statutory funding activity, and work

with the Head of Foundation Partnerships to encourage positive working relationships and personal responsibility.

Performance Management:

- Work with the Head of Foundation Partnerships to support the team in developing and embedding new strategies to enable the team to achieve its team plan and targets, with a particular focus and responsibility on strategies relating to nurturing and growing the team's statutory funding portfolio.
- Develop and implement KPIs and performance indicators to motivate the team to achieve its ambitious targets and monitor and track progress against these indicators.
- Work with the Head of Foundation Partnerships to monitor and analyse monthly / reforecast financial data around performance relating to statutory fundraising activity, developing mitigating activities to ensure the team reaches its annual target.

Data Management:

- Maintain an accurate and current donor database and filing system that underpins the administration of the programme, conforming to the GDPR, and model this behaviour with the wider team.

PERSON SPECIFICATION

This section details the skills, behaviours and experience required for the role. All criteria in the Person Specification are essential.

Effective Behaviours	Ability to...
Criterion 1: Creating and Innovating	Scan the external environment for trends, insights, ideas and best practice that could benefit Unicef UK's work, and adapts to current trends in statutory giving. Uses a range of approaches to gain commitment, balancing achievement of both Unicef UK's and internal and external partners' objectives.
Criterion 2: Communication	Convey complex ideas using a variety of methods to engage an audience and win understanding and support
Criterion 3: Results focused	Prioritise and sustain focus on work that will have the greatest impact on agreed aims and working to set targets and KPIs.
Criterion 4: Resilience	Remain positive and proactive, and quickly recover from setbacks, keeping problems in perspective. Respond flexibly to unforeseen events, such as emergency responses, to ensure that effectiveness is not compromised.
Criterion 5: Positive relationships	Nurture professional relationships with colleagues at all levels and with external contacts and partners to support the achievement of objectives

Relevant Experience
Criterion 6: Experience of successfully securing 6-7 figure gifts from statutory, institutions, or foundation donors – and specifically statutory donors, including through face to face negotiations and written proposals submissions.
Criterion 7: Demonstrable experience in developing and managing high quality relationships with statutory, institutions, or foundation donors.
Criterion 8: Experience in managing and motivating teams or individuals to deliver to KPIs
Criterion 9: Experience of working effectively with senior internal and external colleagues. Exceptional interpersonal skills

Specific Skills
Criterion 10: Strong strategic thinking skills and financial administration which could include budgeting, forecasting, risk analysis, business planning, developing strategies and performance management