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| **TITLE:**  Anticipatory Action Program Development Advisor |
| **TEAM/PROGRAMME:** SCI Centre Anticipatory Action team | **LOCATION: UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide** |
| **GRADE**: C/3 ; Mid-Senior level | **CONTRACT LENGTH:** 12 months |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:**Save the Children has committed to scaling funding for Anticipatory Action, risk informed preparedness and DRR and in 2022 formed a team working specifically on Anticipatory Action within the Crisis Anticipation and Response department in the global humanitarian team. As a key member of Save the Children International’s Anticipatory Action team, the AA Program Development Advisor will lead efforts to scale funding and program models for Anticipatory Action. Working closely with immediate team members, as well regional, member, and colleagues at country-level, he/she will maintain oversight of program development opportunities, donors and member positions and identify and connect program ideas and models with funding opportunities as well as directly engage with country, regional and global teams in supporting specific opportunities. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. The role holder may also be required to directly support responses.  |
| **SCOPE OF ROLE:** **Reports to:** Head of Anticipatory Action**Budget Responsibilities:** The role will support oversight of ongoing global programs and opportunities but will not have direct budget oversight unless delegated.**Role Dimensions**: The role holder will regularly communicate with senior stakeholders across the organisation, including country and regional level AA and business development focal points.  |
| **KEY AREAS OF ACCOUNTABILITY:** **Strategy and Planning: (20%)*** Support the global AA team and regional/country teams to develop fundraising strategies for Anticipatory Action based on overall strategy and targets and identifying key areas or programs for fundraising
* Regularly meet with key program development stakeholders around funding opportunities and plans for Anticipatory Action
* Maintain tracking of donor positions and policies on AA
* Plan for regular donor interaction on AA at the global level for targeted donors

**Opportunity Generation and Assessment: (25%)*** Support regular prospect research and analysis of funding opportunities in alignment with strategic priorities for AA fundraising
* Contribute to cultivating relationships with external stakeholders and partners around joint program opportunities
* Contribute to building SC’s profile with institutional donors, in collaboration with relevant stakeholders
* Facilitate completion of opportunity assessment tools and approvals for new opportunities
* As required, work with Member, Head of BD / BD Manager, PDQ/TE, and Operations to gather and assess donor and partner intelligence relevant to specified funding opportunities.
* Support the Go/No Go decision-making process with input from Member and CO and incorporating competitor analysis and capture planning learning.
* Proactively address challenges that may hinder the proposal development process.
* Maintain oversight of program development opportunities generated by the AA team and those contributed to by the AA team

**Proposal Development (55%)*** Lead and coordinate the development of proposals both internally and with partners for strategic opportunities led by the AA team for both institutional and private sector/foundation opportunities
* Collect, support or directly develop solid Anticipatory Action concepts based on promising initiatives and circulate these with relevant private and institutional fundraisers in Save the Children
* Lead concept note and/or proposal development process for specified funding opportunities related to Anticipatory Action, Early Warning, etc. across various teams – Member offices, PDQ, Technical Specialists, MEAL, Operations, Security, Awards Management, Finance, and HR.
	+ Lead program strategy and design discussions, bringing together the right mix of internal expertise and partnerships (climate, humanitarian operations, thematic positions, etc.)
	+ Produce proposal development schedules and track timelines, ensuring and facilitating coordination amongst teams.
	+ Drive coordination for proposal development and monitoring of timelines.
	+ In collaboration with Head of BD / BD Manager, Members, and Regional Office, broker technical assistance, compliance information/guidance, and other resources to support proposal development needs.
	+ Support the Finance team, Awards, PDQ and TE, Operations, Supply Chain, and other necessary stakeholders to develop proposal budget.
	+ Ensure that donor requirements and Save the Children standards are adhered to throughout the proposal development phase
* Provide a support role as needed in Anticipatory Action program development opportunities identified as strategic by regional and country teams on an as-need basis
* Ensure proposals are compelling and in alignment with Save the Children’s strategic priorities
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** Background in business development, proposal management, donor and relationship management, strategic portfolio analysis and planning in non-profit management or related discipline.Ideally solid understanding of disaster risk management and experience in fundraising for both humanitarian and development projects.  |
| **EXPERIENCE AND SKILLS****Essential** * Bachelor degree in International Development / Social Sciences or related field
* Solid progressive work experience in aid sector; direct field experience is considered an asset as is a mix of development and humanitarian experience
* Experience working on anticipatory action, emergency preparedness, DRR, etc. and solid practical and conceptual understanding of this field of work, including complexities in funding and policy direction
* Demonstrated experience in opportunity generation and donor discussions
* Proven track record in securing funding from institutional donors
* Experience securing funding from government donors and multilateral agencies as well as foundations/private sector donors.
* Experience in coordinating and preparing successful concept notes and proposals for major institutional donors (i.e. USAID, ECHO/INTPA, FCDO, SIDA, etc.).
* Experience in leading the development of large-scale and complex proposals, including the development of project budgets greater than $5 million.
* Experience in coordinating workplans/initiatives across multiple stakeholders at different levels
* Knowledge of the requirements of major institutional donors including budgeting, eligibility issues, compliance management, and reporting.
* Highly developed networking skills and ability to form productive working relationships quickly and efficiently.
* Highly developed interpersonal and communication skills, including communicating with impact, influencing, negotiation, and coaching.
* Demonstrated people leadership skills, able to effectively manage stakeholders as well as staff in a matrix management relationship.
* Cultural awareness and ability to build relationships quickly with a wide variety of people.
* Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure, working with a wide range of stakeholders.
* Excellent planning, management and coordination skills, with the ability to organize a workload comprised of varying and changing tasks and responsibilities.
* Strong communication (written and spoken) in English, with ability to summarize and present information.
* Good attention to detail and analytical skills.
* Computer literate (i.e. Word, advanced Excel, Outlook etc.).

**Desirable**  * Significant practical experience with Anticipatory Action, Emergency Preparedness, Disaster Risk reduction and experience in developing relevant programs
* Experience in more than one of the Save the Children priority sectors: education, child protection, child poverty, child rights governance, health and nutrition, cash, food security and livelihoods.
* Experience of working with award management processes and systems (for example, Save the Children’s award management system (AMS).
* Fluency in other languages, particularly French, Spanish, Portuguese or Arabic
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| **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. This may include being deployed to support responses at short notice, or supporting the work of other members of the Crisis Anticipation and Response team |
| **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: Lisa Butenhoff** | **Date: 5 December 2023** |
| **JD agreed by:**  | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |