

JOB DESCRIPTION Save the Children

Job Title:	Business Development Lead
Function:	Human Leadership Academy (HLA)
Team:	Business Operations
Reports to:	Strategic Head Business Operations
Line Management Responsibility:	No
Job Level:	Dark Blue (D)
Location:	Save the Children UK office at Farringdon / home working on a remote first basis.
Criminal Records Check (DBS Level):	Level 1 (Basic) This level of check will disclose details of any unspent convictions and conditional cautions from the Police National Computer (PNC). In the absence of a DBS an overseas criminal record check would be conducted.

Our Vision for Children:

A world where every child is thriving, heard and valued, and hopeful for a more just, equal and sustainable future.

In the UK and around the world, our mission is to advance children's rights and power by working with our partners to design solutions and tackle the biggest problems facing children.

Our Commitment to Equality, Diversity and Inclusion:

Save the Children believes in a world that is inclusive, where equal opportunities and outcomes exist for all children, regardless of where they are growing up. We also apply this to our people - we are committed to developing and supporting a diverse, equitable, and inclusive organisation where all employees feel a sense of belonging.

Who we are at SCUUK is determined by 'The How' (our mindset and behaviours) and 'The What' (our capabilities and skills). We aim to recruit, develop and retain talented people that represent a variety of backgrounds, skills and experiences.

We welcome and actively encourage applications from anyone who feels they'd be a good fit for our organisation, regardless of race, religion, colour, age, sex, national origin, sexual orientation, gender identity, disability, neurodiversity or any other protected characteristic.

Not only do we understand, but we champion the value that diversity brings, and believe that having a team with different voices, perspectives and knowledge, working together, will enable us to better the lives of children around the world – the reason we're all here.

Our ways of organising ourselves:

We want to transform into a lighter, more joyful, purposeful and connected and human-centric organisation that creates deep impact for children and welcome people to join us who share these values.

This transformation will take time and will require a willingness to be flexible and open to exploring new ways of doing things. We will continue to transition to increasingly flatter and more agile structures and ways of working, in order to find the best ways of organising ourselves to deliver maximum impact.

In the coming years, our teams' purpose, membership and ways of organising will continue to evolve. While all colleagues will be located in a primary team, they will often also be members of other reconfigurable multidisciplinary teams which come together for a specific period to deliver key products or outcomes. All roles are expected to operate and deliver flexibly, with a focus on creating impact.

Ultimately, our ambition is to have more self-managing teams where colleagues can work with greater autonomy and accountability.

Function/Team:

The HLA's mission is to inspire a movement for locally led humanitarian action. Our purpose is to work with local actors and organisations to provide tailored resilience and crisis response support that addresses their specific needs, focusing on nurturing and empowering **local leaders, driving collective action** through our networks, thought leadership & research and **amplifying local expertise**, creating opportunities for change and collaboration.

Your Role:

As Business Development Lead you will focus on increasing and diversifying the HLA's charitable income streams. You will be responsible for the delivery of the business development and fundraising strategy for the academy.

You will work with HLA teams to fully understand the HLA offer and identify opportunities for future business development. You will work across Save the Children and the sector to find and build partnerships to support the financial sustainability of HLA and its strategic direction of travel.

Your Key Performance Outcomes:

- Oversee & set direction for the HLA's business development pipeline to ensure a balanced mix of funding that meets programmatic objectives and addresses identified funding gaps, with deep understanding of the HLA's offer and strategic mandate.

- Support collaboration with colleagues and identify new market opportunities to enhance HLA's learning solutions, products, and services.
- Manage and cultivate a portfolio of relationships with existing and potential strategic partners and donors, ensuring alignment with regional and team-wide objectives.
- Develop and maintain strong relationships with key departments across Save the Children both in the UK and internationally, including fundraising, philanthropy, and corporate partnerships.
- Identify and pursue new funding opportunities in both established and emerging markets, working closely with regional and thematic colleagues.
- Coordinate proposal and programme development, strategically identifying opportunities for funding partnerships.
- Responsible for entirety of business development process from opportunity to effective handover to project manager, culminating in a kick off meeting and associated handover.
- Represent the HLA in external forums and public audiences, proactively seeking new partnership and business opportunities
- Ensure compliance with internal procedures and fundraising guidelines, maintaining up-to-date, donor-compliant, and audit-ready management information systems throughout the project/contract cycle

Safeguarding Responsibilities

- Proactively risk assess your work and activities, responding to emerging risks rapidly and regularly checking that the existing controls are effective
- Play a key role in implementing our Safeguarding approach (including child safeguarding, adult safeguarding and staff safeguarding) within your areas of responsibility
- Demonstrate clear and visible commitment to zero tolerance for inaction on Safeguarding
- Collaborate with the Safeguarding team on relevant projects or areas of work

The Business Development Lead is to carry out the responsibilities of the role in a way which reflects:

- Save the Children's commitment to safeguarding children in accordance with the Safeguarding Policy and role models our Safeguarding values;
- A commitment to Save the Children's vision, mission, values and approach;
- A commitment to effective management of risk, by operating within the Charity's code of conduct, policies, procedures and controls and by carrying out the risk management and assurance responsibilities of the role as set out in the Risk Policy and Procedures.

Your Working Relationships:

Internal:

HLA colleagues
SCUK colleagues

External:

Partners

Funders

Donors

About You:**Core Capabilities:**

These are core capabilities that we have identified to be key to the delivery of our strategy and are important for teams to have, aligned to their purpose.

HUMAN CENTRICITY: We quickly adapt to changes and challenges by being flexible and innovative, with people's experience at the heart of what we do.

SYSTEMS THINKING: We understand how lots of different parts work together to create an outcome. We view the world as a series of systems, and interact, and understand our role in them so we can make better decisions, be better teammates, and find many ways to be more productive.

INNOVATION: We come up with new solutions to big challenges and continuously improve. We are both great at executing known tasks and experimenting with new ideas.

USE OF DIGITAL DATA AND TECHNOLOGY: We use technology and data to enhance our work and make informed decisions. Delivering for our supporter, people and partner experience helps us test and scale new models for income and impact.

Behaviours and Mindset:

These are behaviours, and the mindset valued within the organisation, and this is how we work. It's the way we want to be with each other. All of us are accountable for striving to develop these behaviours and this mindset. We are expected to approach relationships with positive intent, for the sake of the relationship and the effectiveness of the organisation and these are applicable to everyone.

ADULT: We emphasize mutual respect, trust, and teamwork, where everyone is encouraged to make decisions, give feedback, take responsibility, and support each other's growth.

EXPERIENCE: We support and respect everyone, ensuring that our relationships, systems, policies, and work enable us to perform our best, feel valued, and make a significant impact for children.

AGILE AND ITERATIVE: Everyone adopts a flexible, emergent and collaborative approach, continuously, testing, learning and adapting to improve and solve problems efficiently, even in changing circumstances.

Area specific skills and knowledge and experience required:

- Ability to understand and deliver on awards targets to maintain business growth

- Experience in institutional/philanthropic fundraising with a proven ability to generate significant sums
- Ability to develop partnerships and positive relationships leading to funded proposals
- Experience in developing strategic partnerships and funding proposals with budgets
- Proven account management skills with partners across various sectors
- Strong understanding of the humanitarian funding environment
- Ability to work both independently and as part of a high-performing team
- Excellent representational and communication skills to articulate visions and strategies
- Understanding of the international humanitarian system
- Passion for capacity strengthening in the humanitarian sector
- Ability to adapt and manage in a flexible, emergent, and collaborative environment