



# Head of Institutional Relations

## Application pack



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# Do you want to improve the lives of people with disabilities and vulnerable people?

Humanity & Inclusion UK (new name of Handicap International) is an award-winning international development charity that is looking for a dynamic, passionate and results-driven individual as our Head of Institutional Relations. If you love nurturing relationships and growing business, this role is for you! You will join a dynamic, growing organisation, providing vital support to our country programmes by developing partnerships, influencing others and growing our institutional income in the UK.

## Who we are

**Humanity & Inclusion (HI) is an independent international aid organisation working in situations of poverty and exclusion, conflict and disaster.**

Working alongside people with disabilities and vulnerable populations, we take action and raise awareness in order to respond to their essential needs, improve their living conditions and promote respects for their dignity and fundamental rights.

HI is co-winner of the 1997 Nobel Peace Prize for its work on the Mine Ban Treaty. We were also awarded the 2011 Hilton Humanitarian prize in recognition of our contribution to alleviating human suffering and supporting the most vulnerable people.



**Our vision is of a world where all one billion people with disabilities can fully access and exercise their human rights.**

Respect for the rights of people with disabilities has been at the heart of HI's approach since it was founded in 1982. Thirty five years on, our organisation is still working and fighting around the world to improve the living conditions of people with disabilities and other vulnerable people and to ensure that their fundamental rights, the rights of all, are respected: the right to health, education, employment, accessibility and security.

## About HI UK

HI UK is a member of the Humanity & Inclusion Network. As part of the Network, HI UK works towards a common global strategy, while maintaining a distinct identity as a British organisation.

HI has an ambitious delivery plan in the UK, as part of our 2016-25 strategy, *For More Solidarity and Inclusion in the World*.

## **Equal opportunities policy**

HI UK (HI UK) values diversity and welcomes applications from all sections of the community. We particularly encourage applications from people with disabilities.



## **Employee Benefits**

- ❖ All full-time employees are entitled to 28 days holiday per year in addition to UK public holidays.
- ❖ Training and development opportunities are open to all staff, and will be provided in order to support them to fulfil their roles.
- ❖ HI UK also supports employees in their desire to further their qualifications and careers, and will support them by offering opportunities to undertake studying for relevant qualifications and paying for relevant professional membership fees.
- ❖ Salaries are regularly reviewed to attract, develop, motivate and retain the appropriate calibre of employees.
- ❖ We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, a maternity/paternity/adoption and parental leave policy.
- ❖ We offer a competitive workplace pension scheme, matching contributions up to 6% of gross salary.
- ❖ HI UK is positive about employing disabled people and is proud to be accredited as a Disability Confident Employer.
- ❖ We also offer a Worklife Support Employee Assistance Programme for free and confidential information, support and counselling.
- ❖ Our office is conveniently located in SE1 with great transport links to Waterloo, Blackfriars, London Bridge, and the underground.

1. **JOB TITLE** Head of Institutional Relations
2. **ORGANISATION** Humanity & Inclusion UK
3. **SALARY** £44,285 - £46,000 per annum, depending on qualifications and experience
4. **REPORTING TO** Executive Director
5. **RESPONSIBLE FOR** Institutional Funding Officers (2), Policy and Advocacy Advisor
7. **KEY LINKAGES** HI UK Finance and Fundraising/Communication teams; HI Federation institutional funding, advocacy and operations teams.
8. **DURATION** Permanent
9. **LOCATION** Based in London SE1, with occasional travel worldwide
10. **BACKGROUND INFORMATION AND PURPOSE OF THE POST**

Humanity & Inclusion launched an ambitious new strategy in 2016, *For More Solidarity and Inclusion in the World*. In order to meet our ambitions to 2025, we are prioritising the development of strategic relationships with key UK donors (DFID in particular), partners and allies. Your role is to maximise income and influence to deliver shared strategic aims, in line with our strategy.

Main purpose of the post:

- Leading a dynamic team in the delivery and implementation of an ambitious and integrated institutional relations strategy for HI UK, in line with UK and Federation priorities
- Building the profile, credibility and influence of HI at a senior level, growing partnerships and income from a diverse and sustainable base of institutional donors in the UK
- Consolidating our capacity to bid for and manage commercial contracts
- Driving engagement with UK institutional donors, partners and allies across policy and advocacy priorities

## 11. MAIN DUTIES AND RESPONSIBILITIES

### Strategy

- Engage with donors at a senior level, anticipate future trends and expectations, influence their policies and strategies, and negotiate and consult with them on policy and institutional funding matters
- Develop and implement an ambitious institutional relations strategy aligned with the organisational objectives, and in tune with the external environment
- Contribute to the delivery of the Network-wide institutional funding strategy
- Develop a balanced approach to donor partnerships, including both policy and funding priorities

### Leadership

- Lead, empower and motivate your team to deliver on agreed targets, monitoring and reporting against progress on a regular basis

- Continually drive the development of an integrated approach within the institutional relations team, across funding and advocacy objectives
- Promote and facilitate collaboration with HI operations, institutional funding and advocacy colleagues worldwide to maximise synergies and improve results, focusing on areas of added value

### **Building relationships with and growing income from institutional donors**

- Develop and drive the team to deliver ambitious engagement strategies for all donors in the portfolio, strengthening existing relationships and developing new ones with a view to diversifying and growing sustainable institutional income
- Account manage the relationship with DFID, building specific engagement strategies in London and in-country, across both funding and policy areas
- With your team, build capacity of our country programmes to engage with DFID locally
- Consolidate HI's capacity to bid for and manage commercial contracts, as a relatively new income stream for the organisation
- Coordinate large multi-country bids to UK donors, and support your team with grant management duties

### **Advocacy and Policy**

- In coordination with Federal advocacy and operations colleagues, support your team to develop clear advocacy and influencing strategies in the UK aligned with broader HI humanitarian and development priorities, and in tune with the external context, specifically building on opportunities created after the 2018 Global Disability Summit
- Draw on expertise of operations and advocacy colleagues in the Federation to work with donors on shared policy interests (such as disability, education, livelihoods, gender, etc)
- Work with your team to monitor trends and developments in relevant policy areas, updating internal colleagues across the Federation and where relevant influence the direction of these developments in line with HI priorities

### **Partnerships and Networks**

- Taking the lead from our operations colleagues, develop new business opportunities for the organisation, in partnership with UK-based NGOs, private sector and academic institutions
- Coordinate HI UK's engagement with UK-based networks, aligned with Federal and UK priorities
- Contribute to HI's engagement with the Start Network, in particular the Start Fund

### **Finance and Reporting**

- Manage the institutional relations budget including planning, phasing and forecasting in line with the organisation's financial procedures
- Actively contribute to UK and Federation workplans and meetings
- Provide timely and accurate reporting to the Executive Director, Trustees and Federation as required
- Support HI colleagues world-wide to grow their understanding of UK donors' rules and requirements
- Ensure compliance with donor obligations, and oversee due diligence processes

### **Other duties**

- Maintain a positive and collaborative working relationship with HI UK colleagues and the Federal institutional funding, operations and advocacy teams

- Represent the organisation at relevant external events and meetings, particularly at a senior level
- Keep abreast of developments within the sector by liaising with counterparts in other NGOs, and relevant networks
- Keep up to date with any relevant changes in legislation, regulatory procedures, innovation, best practice and industry standards
- Any other activities commensurate with the level of the post, as may be required by the Director.

<b>ESSENTIAL</b>
At least ten years' relevant experience, including at least three years' experience managing strategic relationships with funders, partners and/or networks
Proven track record of developing and delivering engagement strategies with institutional donors, partners or other relevant stakeholders
Proven track record of growing and managing institutional income
An entrepreneurial thinker with a strong ability to identify opportunities, cultivate prospects and drive/deliver on strategic aims
Excellent relationship-building and networking skills, both internal and external, and at a variety of levels
Evidence of strong negotiation and communication skills
Ability to carry out sound strategic analysis, identifying key trends and producing clear summaries from complex information
Excellent planning skills and an ability to work under pressure, with an ability to prioritise, and meet standards and deadlines
A self-starter able to work effectively in a small dynamic team
Solid experience coaching and managing small teams
Ability to work effectively in a cross-cultural organisation
Willingness to travel and to work outside of office hours when necessary
Excellent IT skills (Word, Excel, PowerPoint, outlook)
Fluent English
<b>Desirable</b>
Track record of developing relationships with and bringing in income from DFID
Experience bidding for and managing commercial contracts
Understanding of key humanitarian and development issues (i.e. resilience, sustainability, partnership development, capacity building, humanitarian coordination and the Cluster system)
Understanding of and experience working with the UK political system (including Select Committees, APPGs, MP relationships, etc)
Strong understanding of project design, quality programming and effective delivery
Demonstrated capacity to design and deliver high-quality proposals, reports, and concise briefs
Demonstrated experience in developing and delivering successful advocacy campaigns
Experience developing NGO or academic partnerships
Working knowledge of French

To apply, please send your CV and a covering letter along with the diversity monitoring form by email or post.

By email: [recruitment.uk@hi.org](mailto:recruitment.uk@hi.org)

By post : Humanity & Inclusion UK (Recruitment), 9 Rushworth Street, London SE1 0RB

**Closing date: 9<sup>th</sup> December 2018**

**Round one interviews will take place the week of December 10<sup>th</sup>**

For further information, please contact Humanity & Inclusion UK on 0870 774 3737 or by email at [recruitment.uk@hi.org](mailto:recruitment.uk@hi.org).



## DIVERSITY MONITORING FORM

In implementing its equal opportunities policy and its recruitment practices, Humanity & Inclusion UK monitors the field of applicants to advertised posts. To do this, we collect information on the ethnicity, gender, age and disability of applicants for a post in the organisation. We also look at how effective our advertisements are, and to do this we ask you where you found out about the vacancy.

Please look at all the descriptions below and tick the boxes that most accurately describe you.

Completion of this form is voluntary – you may choose to complete all or part of it. It is separated from your application before shortlisting.

### I heard about the job through:

- Press advertisement – please specify:
- Website – please specify:
- Job Centre
- Other source – please specify:

### ETHNICITY

#### White:

- British
- Irish
- Any other white background
- Prefer not to say

#### Black:

- Black British
- Caribbean
- African
- Any other black background
- Prefer not to say

#### Asian or Asian British:

- Asian British
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
- Prefer not to say

#### Mixed:

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background
- Prefer not to say

