

PROPOSITION DEVELOPMENT EXECUTIVE

Duration:	3 months - Fixed term contract
Salary:	£32,000 per annum (pro rata)
Job Level:	5
Hours:	35 hours per week. Other flexible arrangements will be considered.
Disclosure Level:	Basic. This role involves no direct or indirect work with children.
Team:	Proposition Development Team
Reports to:	Proposition Development Team Lead
Location:	Working from home and at 1 Westfield Avenue, London E20 1HZ.

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

The Proposition Development Team sits within the Programme Impact & Partnership Assurance Department and the wider Partnerships & Philanthropy Directorate. The team works to ensure that UNICEF UK partners and supporters receive compelling, quality propositions, proposals, and reports about UNICEF's work. We collaborate with Programmes Advisers, Grant Management and Partnership Managers to help deliver ambitious fundraising targets and impact for children.

ABOUT THE ROLE

As Proposition Development Executive you will draft compelling and tailored propositions, impact reports and investment cases in support of a broad range of international programmes, initiatives, and strategic goals. You will need to have excellent communication skills, both written and verbal, and the ability to work to tight deadlines, manage multiple conflicting priorities and build strong relationships with multiple stakeholders.

What we will expect you to achieve

- Collaborate with partnership managers to understand the requirements of a proposition request.
- Collaborate with the International Programme Impact team to co-manage the timeliness and quality of information received.
- Collaborate with others in Proposition Development Team to ensure consistency of output and best practice guidance followed.
- Synthesise programmatic and technical material from a range of sources to produce brand-aligned and audience-tailored written material which clearly communicate UNICEF's work for children. This will range from funding proposals to short case studies to in-depth funding proposals and impact reports including financial data.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective Behaviours

Supporter driven and mission aligned.

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Collaboration

- Work within and across teams to co-ordinate different inputs and requirements, to ensure proposals and reports are delivered to standard and to deadline.

Communication

- Communicate effectively with business-critical stakeholders and demonstrate active listening skills.

Analytical

- Use data and relevant information to interrogate and build high quality propositions and reports.

Efficiency and effectiveness

- Manage conflicting priorities to achieve objectives and deadlines and suggest simplifications to improve results.

Relevant Experience

- Experience of writing to engage a specific audience and achieve a variety of outcomes.
- Experience in a fundraising environment, ideally within the international development sector.
- Experience of preparing successful UHNW and visually engaging donor engagement and stewardship content.
- Experience of managing multiple priorities for a number of high-level stakeholders simultaneously.

Specific knowledge and skills

- Proven ability to write persuasive and tailored copy, using appropriate language and good use of English, for external audiences and/or business critical stakeholders.
- Skilled user of Microsoft Office including Word, Publisher and PowerPoint and preferably design software such as InDesign.