

Risk and Research Executive

Duration: Permanent
Salary: circa £31,000 per annum
Job Level: 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.
Reports to: Senior Risk & Research Manager
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 Screening Team is one of two teams which form the Partnerships Research hub, and its purpose is to ensure that funds raised for UNICEF UK and its high-profile relationships undergo thorough risk assessments. Its counterpart is the Prospect Research Team. Partnerships Research sits within Programme Impact and Partnership Assurance, part of the Partnerships & Philanthropy Directorate.

ABOUT THE ROLE

The Risk and Research Officer will provide a first-class due diligence service, by supporting the UNICEF UK risk screening processes across fundraising partnerships. This includes supporting on and carrying out research profiles and risk assessments in line with UNICEF policies on selected talent (ambassadors and high-profile supporters), philanthropic donors, corporate organisations and foundations.

What we will expect you to achieve

- Provide timely and accurate risk-based screening profiles on key organisations and individuals, adhering to GDPR guidelines, and develop an understanding of UNICEF's risk criteria for various types of engagement.
- Attend risk screening meetings and provide accurate and timely notes and regularly attend various team meetings to update specific teams on the risk screening process. Also provide support in delivering induction and training sessions on the risk screening process.
- Help manage internal systems for the requesting and storage of risk profiles, ensuring information recorded on systems is secure, accurate and up to date.
- Support the Senior Officer and Senior Manager on high profile risk screenings and on internal projects.

- Liaise with in-house Communications, Public Relations and Advocacy to obtain their risk assessments. Also liaise with UNICEF's Private Fundraising Partnerships Office in Geneva regarding screening requirements and outcomes as required.
- Work collaboratively with the team to support the coordination of the screening escalation process, including for a panel of Directors or Executive Board Members and attend meetings as appropriate to give written or verbal updates. Ensure screening decisions are effectively communicated to teams and recorded appropriately and consistently on internal systems.
- Build strong working relationships with internal stakeholders in Ambassador Relations, high value fundraising teams, Soccer Aid and relevant Directors. Be able to communicate risk assessments clearly and effectively to these stakeholders.
- 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 creating a better world for every child.

Analytical:

- Well-developed analytical skills, proficient in collecting and interpreting information from various sources, before presenting findings clearly and accurately.

Efficiency and effectiveness:

- Manages conflicting priorities to ensure that objectives are achieved and deadlines met,
- Responds flexibly to unforeseen events such as emergency responses to ensure that effectiveness is not compromised

Decision making:

Make decisions within agreed parameters and is accountable for own actions

Communication:

- Presents complex and difficult ideas and messages clearly and with impact to non-specialist audiences.
- Demonstrate strong communication skills, both written and verbal, and ability to develop and manage relationships with fundraisers and other stakeholders.

Collaboration:

- Consult others and shares expertise, know-how and ideas with colleagues for best results.
- Values diversity, respecting and drawing on colleagues' different perspectives, skills, experience and knowledge.

Relevant experience

- Experience of either prospect research or risk screening / due diligence in a charity fundraising setting, public sector or commercial organisation is desirable.
- Ability to draft written research profiles in a variety of formats for non-specialist audiences.

Specific knowledge and skills

- Able to use a variety of research resources both in-house (such as supporter database) and external subscription sources e.g., due diligence subscription sources).
- Experience in identifying risk, conducting assessments and coordinating risk processes is desirable.
- Understanding of GDPR in the context of fundraising research and due diligence.