

# HEAD OF TRANSFORMATIVE PARTNERSHIPS & INFLUENCING JOB DESCRIPTION

**Location:** This is a global role open to applicants based anywhere. You must have an existing right to work in the country you wish to be based.

If you are based in a country where we have an existing office you can choose to work from the office, from home, or a combination. If outside of these countries, you will be expected to work from home. In these situations, we would look to identify an organisation who can employ you on our behalf through a secondment arrangement<sup>1</sup>.

The line manager for this role is based in the UK so you would need to overlap to some extent with the UK time zone of 9am to 5pm. Exactly how this would work can be discussed once an offer is made, depending on your location.

**Salary:** Salaries are based on location. Please see our [Global Salary Scales](#) for more information on salaries payable in countries we are currently registered. This role will be paid at the rate for Grade F in these scales. If you are based outside these countries, we will confirm salary upon offer. To avoid exacerbating inequity inherent within salary negotiation processes we do not negotiate on salary but make a best offer regardless of who is offered the role.

**Reports to:** Director of Funding, Communications and Transformative Partnerships (based in the UK)

**Line Management:** This role line will manage an Institutional Funding Manager

**Contract:** Full-time, permanent (though we are open to considering applications from those who want to work on a part-time or job-share basis)

**As an organisation that works with disability justice activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any adjustments at all that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make adjustments throughout your employment with ADD.**

## **About ADD International.**

ADD is a participatory grant-maker for disability justice. Our vision is for a world in which ableism no longer exists, and disabled people can fully participate in society. Our mission is to strengthen disability justice activists and organisations through resourcing, and leadership skills.

We are transforming our organisation and getting back to our roots by sharing more power and resources directly with activists. Over the next ten years, we have a goal to provide £25 million long-term unrestricted grants directly to disability justice activists and movements.

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<sup>1</sup> It may be that we are unable to appoint in all countries due to affordability and/or legal reasons.

Crucially, we will also give disability justice activists greater decision-making power on who should receive funding and how funding should be spent.

Our new 'Fundseeking' Strategy outlines how we will raise the funding and cultivate the right partnerships to provide the flexible resources that disability justice movements need and that allow ADD to become the grant-maker we aspire to be. This is not a usual fundraising strategy. It decentres ADD's own growth and instead focuses on using our position and proximity to wealth with intention to channel more resources to disability justice movements that are less able to access them. The first two years of this strategy have successfully raised £3 million in unrestricted funding from funders who share our vision.

Find out more about this process at <https://add.org.uk/transformation/>. Our ten-year strategic framework can be found on our website here: <https://add.org.uk/mtiririko/>

### **About You.**

You are a successful, senior fundraiser with a track record of securing large, (ideally flexible) grants from trusts, foundations and bilateral funders.

You are not happy with traditional approaches to international development, and you believe in shifting power to activists and organisations in the majority world.

You are passionate about social justice and/or human rights, and you understand at least a little bit about disability justice.

You are looking for more meaning to your fundraising career.

You are fed up with the transactional nature of funding partnerships and you believe that the funding system could be fairer.

You have the passion and energy to do something about it.

If these statements sound like you, then we highly encourage you to apply for this rare and exciting job opportunity at ADD.

### **Job Purpose.**

ADD is looking for a Head of Transformative Partnerships and Influencing to lead both our institutional fundraising and influencing work.

This role will help us to reimagine our partnerships with institutional funders and partners (primarily medium to large trusts and foundations, bilaterals in the UK, Europe and the USA and INGOs); nurturing and expanding them to enable more resources and opportunities to flow to disability justice movements in Africa and Asia.

The post holder will ensure that these transformative partnerships lead to fairer funding for disability justice; including significant investment for ADD's strategy and transformation.

This role will also lead's ADD's mission to inspire the sector more broadly on issues that our central to our transformation and strategy such as; INGO transformation, decolonisation, justice, equity and participatory grantmaking.

## **Why are we recruiting this role?**

### **Key Responsibilities**

#### **1. FUNDSEEKING:**

- a. Implement and evolve the 'Fundseeking' strategy to meet income targets
- b. Work with Regional Directors to develop context specific 'Fundseeking' strategies and plans for Africa and Asia
- c. Identify and cultivate meaningful relationships with a pipeline of prospective funders and support the Senior Leadership Team to deepen relationships that they hold
- d. Steward high-quality relationships with existing strategic funders ensuring that their grants are managed well and they are kept up date with and engaged in the rollout of our new global strategic framework
- e. Develop and share high quality and timely reports, informal updates and communications for strategic funders to demonstrate the transformational impact of unrestricted funding
- f. Build relationships with other partners such as disability and development organisations, INGOs and participatory grantmakers to identify opportunities for collaboration and influencing
- g. Maintain an institutional funding pipeline and regularly update income projections
- h. Regularly research and stay up-to-date with donor and funding trends in international development, including flexible and participatory funding
- i. Write excellent, convincing proposals for funding

#### **2. INFLUENCING:**

- a. Lead on the development and implementation of an influencing strategy that outlines how we will advocate for fairer funding for disability justice
- b. Work closely with the new Head of Learning and Impact and Regional Teams to ensure that learning from our new work is captured and used to inform our influencing strategy
- c. Organise online and in-person events and lead sessions at global conferences to influence our key audiences
- d. Work closely with our Head of Communication to produce thought leadership pieces and leverage media opportunities for ADD (e.g. articles in sector publications, podcast appearances, speaking opportunities in broadcast media etc.)
- e. Attend and network at key sector events and conferences to influence and make new connections with funders and partners

### 3. ORGANISATIONAL LEADERSHIP

- a. Support the development and monitoring of strategic plans and budgets on a quarterly and annual basis
- b. Line manage an Institutional Funding Manager; ensuring high performance and wellbeing
- c. Play an active role in a peer network of other senior staff across the organisation
- d. Work closely with the Head of Learning and Impact and the Head of Communications and Individual Giving to ensure that learning, communications, influencing and fundraising are coordinated and supporting each other to achieve overall department objectives
- e. Provide adhoc support to Director of Funding, Communications and Transformative Partnerships as required

#### **Safeguarding.**

We are committed to ensure we are a safe organisation, delivering safe programmes that ensure we do no harm to people we work with. Our processes ensure all posts are graded, based on interaction with children and vulnerable adults. This post is a **Level 1** post. See outline of all levels below:

- **Level 1** - Office based, no real direct access to children/vulnerable adults
- **Level 2** - a travelling role, possible access to children/vulnerable adults but unlikely to be alone
- **Level 3** - regular access to children/vulnerable adults including on their own, or lead responsibility for safeguarding within office/location

In addition to the responsibilities listed above, this role like all at ADD, will also have specific responsibilities relating to safeguarding:

- Ensure familiarity, and compliance with, ADD's child and vulnerable adult safeguarding policy and undertake training as required. In particular:
  - Contribute to creating and maintaining an environment (including within ADD) that prevents safeguarding violations and promotes the implementation of ADD's policy;
  - Report any concerns or suspicions regarding safeguarding violations by an ADD staff member or associated personnel to the appropriate staff member.

#### **Person Specification**

- Extensive experience in relationship-based fundraising with institutional funders and partners i.e. medium to large trusts and foundations, bilaterals and INGOs
- Extensive experience of influencing change in the funding, human rights and/or international development sector
- Excellent relationship building and influencing skills
- Excellent public speaking and networking skills
- Excellent verbal and written communication skills
- A strong understanding of flexible funding and its benefits
- Strong leadership and collaboration skills
- Strong strategic thinking skills and the ability to translate ideas into strategy
- A strong sense of initiative and self-motivation
- Ability to adapt quickly to changing organisational needs
- Ability to build relationships with people from a range of cultural and linguistic backgrounds

- Knowledge of funding for disability would be advantageous
- Willingness to work remotely and travel as required

We are keen to promote strong principles of equity and diversity and encourage applications from all backgrounds. Priority for the role will be given to disabled people.

### **How to apply.**

Interested applicants should send the following attachments by email:

- Your **CV** (max 3 pages)
- Your **answers to the below 3 questions** (maximum 1,000 words or 6-minute audio/video recording)
- Completed [equal opportunities form](#)
- The names, contact numbers and addresses of **2 referees** (please state if you are not happy for them to be contacted at this stage)

**Please also send your answers to the following questions** in no more than 1,000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document within the same email, but do not include your name on this document). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

- What motivated you to apply for this role?
- What experience would you draw on to fulfil the responsibilities of this role?
- What steps would you take to influence a funder or a partner to allocate more funding to disability justice movements in Africa and Asia?

Please send your application to: [recruitment@add.org.uk](mailto:recruitment@add.org.uk) by the closing date specified below.

If you need an accessible format, please contact [recruitment@add.org.uk](mailto:recruitment@add.org.uk) and specify which format you require.

**Application deadline: Wednesday 3<sup>rd</sup> July 2024 at 5pm UK time**

**First round interviews** will be held online on **Wednesday 17<sup>th</sup> July 2024**

Second round interviews (if required) will likely be held on Wednesday 24<sup>th</sup> July 2024

**Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.**

### **Equal opportunities.**

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. For more information on this please see our [Equal Opportunities Policy](#).

### **Safeguarding.**

The nature of ADD's work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or

another. ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.

**Data protection.**

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our '[Job Applicant Privacy Notice](#)'.

Due to the nature of our roles, interacting with staff in our different country programmes, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.