

## Senior Risk and Research Officer

<b>Duration:</b>	Permanent
<b>Salary:</b>	Circa £37,000 per annum
<b>Job Level:</b>	4
<b>Hours:</b>	35 hours per week
<b>Disclosure Level:</b>	Basic
<b>Team:</b>	This role involves no direct or indirect work with children Resource Hub
<b>Reports to:</b>	Resource Hub Leave
<b>Location:</b>	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 role sits in the Resource Hub Team, in the Partnerships & Philanthropy function. The Resource Hub's purpose is to empower Partnerships colleagues to deliver best in class relationship management, by providing sector-leading professional services such as partner research, risk screening and strategic writing, to enable the team to fully focus on raising money for the world's children. Acting as a centralised service unit and coordination point for proposal-writing, SRM, research, and administrative support, the Resource Hub's added value is critical to UUK's success in maximising our most critical relationships.

### ABOUT THE ROLE

The Senior Risk and Research Officer will provide a first-class research and due diligence service, by supporting the Unicef UK risk screening process for selected individuals and organisations. The role will have a particular focus on Talent, including Ambassadors, High Profile Supporters and other warm supporters. This includes maintaining and helping manage the risk screening process; researching individuals or organisations as part of the screening process; and supporting the Ambassador Relations, Soccer Aid, Philanthropy, Foundations, Corporate, Executive and other teams as required by providing risk-based research profiles. This role offers a high level of autonomy and, as such, the post-holder will be expected to work independently, with minimal supervision.

### What we will expect you to achieve

- Research and screen key individuals (especially Talent/Ambassadors) and organisations for risk, and record this information in research profiles (following data protection/GDPR guidelines). Develop expertise on Unicef risk criteria

- As necessary, coordinate the briefing and escalation process for a panel of Directors/Soccer Aid Board, and attend meetings as appropriate to give written or verbal updates. Ensure screening decisions are communicated to teams and recorded appropriately
- Continue to embed knowledge and expertise on due diligence across the organisation through co-leading training sessions, in conjunction with other Risk & Research Manager, Media, Advocacy and other team representatives. Also attend team meetings to update specific teams on the due diligence process
- Liaise with Unicef's Private Fundraising Partnerships Office in Geneva regarding screening requirements as required. Undertake due diligence research and help refine and develop due diligence tools and processes
- Support on implementation of changes to the risk screening process, following evaluation by an external agency
- Help manage internal systems for the storage of risk research and due diligence; optimising use of the Unicef UK supporter database, adhering to data protection/GDPR and ensuring consistency and integrity of research and data entry and Undertake risk-screening and due diligence training and coaching for other staff in the organisation as required
- Keep up to date on research and due diligence trends and identify ways to improve risk research, due diligence and market insight at Unicef UK. Proactively bring these to research meetings and discuss with colleagues. Scan the external environment for media articles, trends, insights, ideas and best practice that could benefit Unicef UK's work. 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

#### Communication

- Convey complex ideas using a variety of methods to engage an audience and win understanding and support.
- Present complex and difficult messages clearly and with impact.
- Demonstrate strong communication skills, both written and verbal, and ability to develop and manage relationships with fundraisers and other stakeholders.

#### Decision making

- Make decisions within agreed parameters and is accountable for own actions.

#### Efficiency and effectiveness

- Manage conflicting priorities to ensure that objectives are achieved and deadlines met.
- Evaluate work, learn from results and adjust strategies to provide the best results for children.

**Analytical**

- Analyse available information to make logical and sound judgments.
- Question assumptions and seek further insight to inform decision making.

**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.

**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.

**Relevant experience**

- Proven experience of prospect research and due diligence in a charity, public sector or commercial organisation. Experience of working with Talent/High Profile Individuals would be an advantage
- Demonstrable experience of managing and coordinating a due diligence process across a large organisation; maintaining oversight, and refining and improving the process

**Specific knowledge and skills**

- Experience of a variety of research resources (e.g. online databases, subscription sources) and ability to interpret information
- Expertise in identifying risk/risk assessment
- Able to write short and long research profiles to a high standard