

## SENIOR RISK AND RESEARCH OFFICER

**Job Title:** Senior Risk & Research Officer

**Reporting to:** Senior Risk & Research Manager

**Team:** Partnership Research, Programme Impact and Partnership Assurance

**Location:** Working from home and at 1 Westfield Avenue, Stratford, London, E20 1HZ

**Hours:** 35 hours per week. Other flexible arrangements will be considered

**Job Level:** Level 4

**Salary:** £38,000 per annum

**Duration:** Permanent

**Disclosure Level:** Basic - this role involves no direct or indirect work with children

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 Senior 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 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. This role will also support in the co-ordination of the risk screening process, including gathering risk assessments from other relevant internal teams and managing the escalation of cases for decision. This role will have a particular focus in two main areas: talent screening for the Soccer Aid for UNICEF campaign and corporate partnerships screening. As such, the postholder will be expected to be adept in conducting due diligence reports tailored to individual / reputational risk assessments and ESG risk assessments. The post holder will also work closely with multiple stakeholders across fundraising and communications and will be expected to be proficient in managing competing demands.

### What we expect you will achieve

- Provide timely and accurate risk-based screening profiles on key organisations and individuals, adhering to GDPR guidelines, and develop an expert understanding of UNICEF's risk criteria for various types of engagement.
- 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.
- Coordinate the briefing and screening escalation process, including for a panel of Directors or Executive Board 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.
- Embed knowledge and expertise on due diligence across the organisation through co-leading induction and training sessions. Also regularly attend various team meetings to update specific teams on the due diligence process.
- Proactively keep up to date on research and due diligence trends in the sector and identify ways to improve UNICEF UK's risk screening processes and best practice.
- 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 information 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.

#### Supporter driven and mission aligned:

- Is committed to children and their rights and motivated to work towards achieving a better world for every child.
- Passionate about delivering exceptional customer, candidate, supporter experience at all times

#### 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.
- Responds flexibly to unforeseen events such as emergency responses to ensure that effectiveness is not compromised.

#### Analytical:

- Well-developed analytical skills, proficient in interpreting information from various sources to make logical and sound judgements
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#### 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

- Proven experience of due diligence in a charity fundraising setting, public sector or commercial organisation. Experience of working with Talent/High Profile Individuals would be an advantage.
- Demonstrable experience of coordinating a due diligence process across an organisation.

#### Specific knowledge and skills

- Experience of a variety of research resources (e.g., online databases, due diligence subscription sources) and ability to interpret information.
- Expertise in identifying risk and conducting risk assessments to a high standard.
- Understanding of GDPR in the context of fundraising research and due diligence.