

HEAD OF STRATEGIC PLANNING

Duration:	Permanent
Salary:	£67,000 per annum
Job Level:	Level 2
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:	Director of Strategy
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 Strategic Planning Team at UNICEF UK sits within the wider Strategy Department and is responsible for helping the organisation to define its long-term direction, set clear priorities and align resources to achieve our strategic goals. The team provides structure and clarity to planning processes and utilises its expertise to create space for colleagues to adapt to changing circumstances whilst staying focused on the overarching strategy.

ABOUT THE ROLE

The Head of Strategic Planning is a critical role within the Strategy department, leading the approach to shaping and delivering its long-term direction. You will manage a small team that is responsible for guiding the planning process, ensuring that priorities are clear, realistic and aligned with the strategy. The Head of Strategic Planning acts as a trusted advisor to senior leadership, supporting them to adapt effectively to new opportunities.

What we will expect you to achieve

- Lead the design and delivery of the organisation's strategic planning processes, ensuring they are inclusive, evidence-based and aligned with our mission and values and integrated with financial and operational planning (annual, quarterly and global planning)
- Collaborate with the Strategy leadership team to turn UNICEF UK's vision into clear strategic priorities and practical plans, facilitating discussions with the Executive Team and Director's Group and supporting effective decision-making through the Quarterly Business Review process.
- Manage the Strategic Planning Team to deliver high-quality analysis and facilitation that aligns departmental plans with organisational strategy
- Develop and maintain tools, frameworks and performance measures that help to translate strategic goals into actionable plans and track their progress, working with the relevant teams to ensure timely and efficient delivery.

- Work with peers across Knowledge & Insight, Finance and People teams to produce clear reporting and insight on progress, risks and opportunities to inform senior leaders.
- Foster a culture of strategic thinking and adaptability across the organisation, providing advice and guidance to colleagues.
- 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.

Leadership

- Creates and encourages a cross-organisational teamwork and collaboration, acting as a visible role model
- Translates strategic direction into medium- and long-term plans and objectives for own team and department

Results Focused

- Prioritises and sustains focus on work that will have the greatest impact on agreed aims
- Reviews results and extracts learning to optimise future performance
- Anticipates internal/external challenges that could impact Unicef UK's work and adapts approach accordingly

Communication

- Conveys complex ideas using a variety of methods to engage an audience and win understanding and support
- Presents complex and difficult messages clearly and with impact
- Anticipates and responds to the needs of an audience, adapting content, style, language and use of channel to deliver maximum clarity

Relevant experience

- Significant experience leading or managing strategic planning, business planning or organisational strategy functions, ideally within a charity, non-profit or mission driven environment
- Proven track record of developing and delivering strategic frameworks and related performance management systems
- Experience facilitating senior leadership, executive level and cross-organisational discussions
- Experience managing and developing a small team, ensuring high-quality outputs and collaboration across departments
- Evidence of using research, data, and external insights to inform strategic decisions and organisational priorities
- Experience supporting cross-functional alignment between strategy, operations and finance.

Specific knowledge and skills

- Strong understanding of strategic planning methodologies and organisational performance management
- Skilled in facilitation, influencing and stakeholder engagement at all organisational levels
- Excellent written and verbal communication skills, able to produce clear reports and briefings
- Strategic thinker with strong problem-solving skills and the ability to translate big picture goals into actionable plans.