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| **Consultancy: Fundraising Leaders Event Facilitator** | |
| **REPORTING TO: Shannon Green** | **LOCATION: London, UK** |
| **DURATION:** The event itself will run over 4 days (over 19th-22nd September 2023), facilitation will be required for 3 of those days (19th – 21st September 2023). Additional days for agenda development and event preparation will be required over June-August 2023. | **CONTRACT TYPE:** Daily rate GBP |
| **CHILD SAFEGUARDING:**  The responsibilities of this post does not require contact with children or data. | |
| **ROLE OVERVIEW:**  **Background:**  Save the Children International’s (SCI) Global Fundraising and Marketing Hub are looking for a skilled Facilitator to facilitate our global fundraising leadership meeting. This will be a hybrid event taking place in London and online. Participants will be travelling from over 20 countries and joining online from up to 30. The event will take place over 4 days and will focus on networking, community building and key fundraising issues for the organisation.  **Overall Objective**:   * Facilitate 3 days of the 4-day hybrid event (you will be facilitating in person).   **Specific Objectives**:   * Create an open, safe, respectful, inclusive and engaging space for participants. * Support all participants to engage fully, particularly those not working in their native language. * Ensure seamless facilitation experience for virtual participants. * Work with SCI team during the week to actively adjust the agenda to meet changing session requirements.   **Key behaviours:**   * Proven and demonstrated broad knowledge of and ability to utilize principles, methods, techniques and systems of facilitation. * Experience facilitating high-level leadership events. * Proven knowledge of NGOs and private fundraising. * Excellent English language skills (additional languages desirable). * Excellent communication, presentation and inter-personal skills particularly with international multi-lingual groups. * Demonstrated high level of professionalism and an ability to work independently and in high-pressure situations under tight deadlines. * Understanding of the importance of diversity, equity and inclusion in such events and track record of ensuring active and diverse participation. | |
| **MAIN DELIVERABLES**   * Work with SCI to develop final event agenda.   + Advise on techniques and methods to ensure the sessions are interactive and engaging.   + Help set the tone of the event and bring that to life in the agenda.   + Prepare and provide an introduction video and letter for participants to get to know you before the event. * Advise event speakers on how to best align with the flow of the agenda. * Facilitate 3 days of the 4-day hybrid event (you will be facilitating in person).   + Create an open, safe, respectful, inclusive and engaging space for participants.   + Support all participants to engage fully, particularly those not working in their native language.   + Ensure seamless facilitation experience for virtual participants.   + Work with SCI team during the week to actively adjust the agenda to meet changing session requirements. | |
| **METHODOLOGY**   * Expression of interest outlining how the facilitator meets the selection criteria and their understanding of the event. * A summarized description of the scope of work and the intended methodology to be used. * An example of similar pieces of work completed recently. * CV outlining relevant qualifications and experience. * Itemized financial proposal.   Expressions of interest to be emailed to Shannon Green ([Shannon.green@savethechildren.org](mailto:Shannon.green@savethechildren.org)) by 26th May 2023. | |
| **Date of issue: 25th April 2023** | |