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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.
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| **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.
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| **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) by 26th May 2023.  |
| **Date of issue: 25th April 2023** |