



**ABE
RECRUITMENT
PACK**

ABOUT ABE

As the pioneer in global business education, ABE was founded over 45 years ago with a clear social purpose to improve business education for aspiring entrepreneurs and business people in developing countries, many of which are now high-growth economies. That pioneering spirit remains as we seize new challenges to engage millennials with flexible and relevant learning content and credentials.

Today, ABE works all over the world and 1.5 million people have mastered essential modern business concepts and gained the skills and confidence to apply them through ABE's active-learning courses. ABE continues to play a vital role in helping to diversify and grow economies, reducing inequality within and among countries, and is at the forefront of the entrepreneurial skills agenda.

Following a period of change and strategic planning, ABE is poised for growth with an exciting agenda to optimise its global qualifications market and innovate for growth with a range of new education and skills initiatives.

Our head office is conveniently located close the mainline station in New Malden, South West London.

EQUAL OPPORTUNITIES

We are committed to **equal opportunities** in **employment** and service delivery. The policies and practices of ABE aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people.



**"WE MAKE
A DIFFERENCE
IN THE
WORLD"**

Statement from staff focus group.

WE ❤️ ABE

The graphic contains four circular inset images: a woman in a green top, a man in a white shirt looking at a phone, a woman in a patterned top, and a man in a white shirt presenting to a group.

WHY WORK AT ABE?

When you join ABE, you're part of a small but dedicated team committed to our social mission. Our culture is friendly, inclusive, hard working with a can-do attitude. People are willing to do whatever it takes to achieve our objectives and help each other out.

Throughout this document you'll read genuine comments from staff focus groups about why our team love working at ABE.



WE  ABE

**"I HELP STUDENTS
ACHIEVE THEIR
DREAMS TO GET
A BETTER JOB
AND MAKE A
BETTER LIFE FOR
THEIR FAMILIES."**

Statement from
staff focus group.

STRATEGIC PARTNERSHIPS MANAGER:

Scope of job

The Strategic Partnerships Manager will create, develop, support and maintain relationships with key stakeholders in the international development space, leading to ABE's successful and growing participation in funded global human capital development projects.

Job Description and key responsibilities:

- **Working knowledge and experience of ODA funding architecture**

The candidate will have first-hand experience in the key themes, processes, financial flows and approaches in the distribution of ODA, grants and other financial aid mechanisms for international development, including a technical understanding of the contracting process. They will use this knowledge in project finance and structured funding transactions to engage directly with funders and delivery partners to help craft proposals.

- **Commercial acumen and stakeholder relationship management**

Help to assess and secure business opportunities internationally through a wide range of activities, and work with the Director of Business Development and the business development team to close deals. They will also maintain high-quality relationships with ABE's delivery partners.

Political savvy

A working knowledge of the complex processes by which public policy on international trade and development is formulated, adopted and implemented. They will use this insight for horizon scanning and to advise ABE leadership on downstream funding opportunities.

- **Representation and advocacy**

Able to represent ABE's interests intelligently and persuasively in dialogues with policy makers, ministers, policy experts, civil servants, NGOs, MDBs etc. in UK and foreign markets. They will use this skill to influence and lobby officials and form business-focused partnerships.



- **Excellent communication, diplomacy and networking skills**

An existing network of relationships in the international development, funding and service exports space and the ability to build strong relationships and alliances across national boundaries at senior executive and government level in the UK and in foreign public and private organisations. They will leverage their network to raise ABE's profile and position ABE as a partner-of-first-choice in new development projects. This will include **Building external relationships** – attending consortium meetings; marketing visits, organising events and discussions, attending seminars/conferences.

They will assist in **Bid development** – including market research, identifying partners and experts, writing bid sections, preparing submissions, collaborating between teams, reconnaissance missions, due diligence/vetting, supporting negotiations, producing case studies.

- **Working knowledge of the development agenda**

A strong understanding from experience, of the diverse array of organisations that exert power and influence in the processes and outcomes of development, with a special emphasis on the Global South. They will be familiar with key themes, social movements, manifestos and campaigns in the development agenda such as UN Sustainable Development Goals, specifically those which align with ABE's focus on developing skills which promote entrepreneurship, trade, employment and co-operation. The candidate will have a firm grasp of the underlying processes that are shaping societies and economies in the global south in order to identify where ABE can provide support and build solutions.

**"I ENJOY
ENGAGING WITH
STUDENTS AND
MY TEAM...
I GENUINELY
LOVE MY WORK!"**

Statement from staff focus group.



Person Specification:

- Educated to Degree level in Business Administration, International Relations/Development, Politics or a related field.
- Experience of building strategic alliances & partnerships with other stakeholders e.g. governments, donors, other NGOs, global bodies.
- Worked in a public or private sector organisation in the international development space. Ideally proven success working for DFID or other donors; and preferably a track record of winning major bids.
- Demonstrable understanding of international development and experience working overseas, ideally in a development environment.
- Extensive experience in business development, preferably in overseas development context.
- Ability to travel internationally, and at short notice.
- Commercially astute, pro-active, action-oriented.
- Excellent verbal communication and proven ability to write technical text.
- Excellent working relationships – both internal and external.
- Great organisational skills; flexible; tolerant; ability to work under pressure.
- Numerate with high level of attention to detail.
- Comfortable with a start-up environment and of entrepreneurial mindset.
- Efficient and organised remote worker.
- Experience of international programme management and ideally, development for young people's services, skills and education.
- Up to date knowledge of best practice in the field of international development, as well as how to achieve scale through partnership and influence with larger organisations and institutions.
- Track record in working successfully with teams in donor organisations to secure funding with a good general knowledge of the global donor landscape.
- Experience of working with others in consortia bids to secure funding.
- Provide technical support to country teams to support stakeholder relationships and country strategies, including visiting countries to provide in-country management support for programmes and initiatives. Produce policy briefing papers for the CEO and senior team.
- Undertake such similar tasks as may be reasonably required from time to time.



Desirable:

- Educated to Masters degree level
- Advanced level of MS Office
- Ideally a second language, e.g. French or Spanish
- Ability to engage in key debates in the international development sector.

Other considerations:

Only candidates shortlisted will be contacted

Available for interview w/c 18 November 2019

To Apply:

ABE offers a dynamic and exciting work environment and attractive staff benefits, including flexible working hours, 26 days' holiday and a market leading pension. If you would like to join our team, to support a dynamic and growing business, please apply by sending your CV, along with a cover letter, no later than **Friday 1st November 2019** to Gillian Macfarlane at gillianm@abeuk.com.