



British Asian Trust

ROLE PROFILE

Social Finance - Senior Associate

Job Title	Social Finance – Senior Associate
Reporting to	Social Finance Manager
Grade	Circa GBP 25,000-30,000 (INR 25-30 lakhs) annual, based on experience
Line Management responsibility	None
Location	Mumbai / Home working for the medium term

Summary

About the British Asian Trust's Social Finance Team

Our **Social Finance practice** started in 2017 and in 2018 we launched the world's largest education Development Impact Bond (called Quality Education India Development Impact Bond) in India with global and domestic partners. Over the last three years we have developed extensive experience in driving new outcomes focused projects with philanthropists, donors and service providers. Most recently, we launched India's first Skill Impact Bond with leading partners including Government of India's National Skills Development Corporation and are currently working on several new projects in the education, skilling and livelihoods sector(s).

We aim to encourage the development sector in South Asia to focus on financing approaches and tools that are linked to and incentivise the achievement of social outcomes, with a deep belief that innovative approaches to aid and philanthropy can improve international development and social outcomes. We work in collaboration with external partners on all our projects and are committed to an agile and entrepreneurial approach and making a deep impact in South Asia.

We are also committed to building the market for this work in the region by investing in outcomes readiness projects, driving partnerships with local government stakeholders and contributing to research and evidence to grow the field. Our work builds on the British Asian Trust's long and rich experience of working in South Asia, particularly India, Pakistan and Bangladesh.

We are now looking for a new member of our Social Finance Team in India. We are expanding our work in India and the wider South Asia region and now have a portfolio of several programmes including impact bonds, outcomes funds, performance linked projects and research studies.

Job purpose

This role will be critical to ensure successful delivery of our existing social finance initiatives in India and seeking new partnership opportunities. It will entail contributing to programme design, planning and management, supporting business development and overall operational support to the Social Finance team.

Main Responsibilities

This role includes three key areas of work: supporting the Social Finance Manager on co-ordination and delivery of existing and new projects, supporting business development and supporting the overall social finance function.

1. Programme management and development support:

Supporting the Social Finance Manager to successfully manage the delivery and operations of our existing projects and development of new partnerships and initiatives. This will include, but is not limited to:

- Work on end-to-end programme management including day-to-day implementation, reporting and monitoring for projects
- Support on co-ordination and management of stakeholders
- Support on refining programme design and troubleshooting
- Ensure all internal and external donor reporting requirements are met in a timely manner
- Support on monitoring / evaluation and learning agenda requirements, in collaboration with partners
- Support on programme financials and budgets, working with the British Asian Trust's internal Finance Team and other programme partners
- Support in the management of all legal and safeguarding requirements
- Support to the Social Finance Manager on any other requirements to ensure successful delivery of the British Asian Trust's role as Transaction Manager for existing projects
- Lead the delivery of our outcome readiness project, including creating and delivering detailed workplans, supporting programme expansion plans, working closely with external project partners and ensuring delivery of all programme deliverables
- Support the Social Finance Manager on design and set-up of new initiatives, including background research, design, and partner selection etc.

2. Business development support:

- Conduct prospect research to identify and cultivate new funders
- Support on research for any new programme design and business development prospects
- Support on creating concept notes, pitch decks and proposals for prospects

3. Overall operational support to the team:

- Support to the Social Finance Manager and Executive Director Social Finance on all governance and Board actions
- Support the team on annual planning and budgeting exercises
- Support other upcoming projects including toolkits, and research publications etc.
- Working on any communications or events support for the Social Finance team

Job-related knowledge, skills, and experience

We think you will be a successful candidate if you have:

- Significant and demonstrable work experience in a fast-paced environment, demonstrating a consistent ability to deliver against project plans on time; experience with management consulting/impact investing is desirable
- Confidence to independently facilitate and co-ordinate discussions between multiple stakeholders (internal and external) and partners
- Excellent numeracy skills and confident with data analysis and data management
- Proficiency in managing finances/budgets and ensuring project payments accurately and on time. Ideally, you will have worked with financial models in a previous role
- Proficiency in designing compelling/high-quality presentations
- Strong analytical skills, underpinned with sound judgement under pressure, and the ability to identify solutions to address project delivery risks and issues
- An excellent track record of time management, systems organisation, and follow-up
- Excellent communication skills (written/verbal) and interpersonal skills (listening/empathy); ideal candidate should have some experience of working on communications
- A strong understanding of the Indian development sector (education/livelihoods sector is preferable)
- Agility and flexibility towards evolving responsibilities and project pivots/changes
- A collaborative approach and ability to work with global/cross cutting teams
- Critical thinking skills and high integrity

- The ability to build and manage strong working relationships with people across teams
- Are committed to creating a diverse, equitable and inclusive work environment and a good fit with the British Asian Trust values and behaviours

If you are interested in applying, please send a CV and a short covering letter, no longer than two sides of A4, explaining how you meet the criteria and why you would be the best person for the job to anushree.parekh@britishasiantrust.org by 28 February 2022.