

Project Executive – Environment, Water, Climate Change and Disaster Risk Reduction (EWD) Division

About Landell Mills

Landell Mills Ltd (www.landell-mills.com) is a leading private international development consulting firm. We have been in business for 40 years and are active across the merging and development world. Our mission is to assist our clients to participate actively in the global economy whilst protecting their fragile environments and vulnerable communities in the process. We work with private and public sector clients on assignments lasting from a few days to several years. Our work is ordinarily financed by international development agencies such as the European Union, the Foreign and Commonwealth Development Office, and Asian Development Bank. We work across the globe, predominantly in Africa and Asia.

We provide services across all areas of the programme cycle from project identification and design through to implementation and evaluations. We work in the areas of agriculture, fisheries, food security and nutrition; markets, enterprise, and trade; environment, water, climate change and disaster risk reduction; policy dialogue, regional integration, and governance; and technical and vocational education and training.

We have 50+ staff, and offices in Trowbridge and Bristol (UK) and Blackrock (Ireland). We work globally with project consultants engaged throughout the world. See www.landell-mills.com for more details.

The position

We are seeking to recruit a Project Executive to support the company's Environment, Water, Climate Change and Disaster Risk Reduction (EWD) Division. The position is based in Trowbridge (main office) in Wiltshire, with the option to also work from home for part of the week (as per our hybrid working culture), and from the Bristol satellite office (on Park Street). The UNESCO World Heritage City of Bath is a 20-minute train ride away from Trowbridge, and Bristol, the 2015 European Green Capital, is 40 minutes away. We will also consider remote working options for candidates based inside and outside the UK under specific circumstances to be discussed at interview.

Duties and responsibilities

The specific tasks of the role are to win and manage projects in sectors of relevance to the EWD division. The specific tasks of the role are to:

- Identify and follow up new business opportunities:
 - Position the company for future work through client contact, country visits, capitalising on ongoing work and networking with donors, consultants, and partners. Inform senior staff how we should market and promote ourselves to best set us up for the business opportunity. Liaise with the marketing division on the preparation of relevant marketing materials such as factsheets, etc.
- Prepare expressions of interest and tender proposals for commercially viable project opportunities:

- Prepare the technical and financial content of proposals and expressions of interest. This will require fact-finding (on-line and through networking and research in the field) to understand the needs of new contracts and to set-up partnerships with local companies or other international firms. Preparation of technical proposals requires an analytical mind-set – assessing the needs of the project and context; identifying an evidence-base to justify proposed interventions including assessing the theory of change; and based on the market research, develop a proposal outlining the work plan and costs to undertake activities, and identify how best to market Landell Mills to win the opportunity.
- Source expert candidates to fulfil the project terms of reference and guide support staff assisting in this task.
- Manage part of the current and future project portfolio, likely including projects in the Africa and Asia regions funded by the EU, ADB, World Bank or other funders depending on forthcoming business development outcomes:
 - Manage the relationship with project teams, beneficiaries, and donors for the successful execution of contracts both from head office and in country. You will need to represent Landell Mills at client review meetings, both on teleconference and in the countries concerned.
 - Follow up on progress of project activities with the in-country team, including providing quality assurance of outputs and troubleshooting where required.
 - Manage contracts, budgets and prepare financial reports and invoices.

Depending on your skills and experience, and the current portfolio, you may focus on one aspect more than another.

In doing the above, you will be expected to contribute positively to the company's profitable portfolio of work and its reputation for successful project acquisition and implementation. You will also be expected to contribute to internal knowledge sharing and communication. You will report to the Manager of the EWD Division.

Candidates to be based in the UK must have permission to work in the country at the time of starting employment. The role requires international travel for short-term visits to project locations, or for business development purposes.

Person specification

1	<p>Skills/abilities – interpersonal and qualifications</p> <ul style="list-style-type: none"> • A degree in a relevant topic (e.g. environmental management/science, water resources, social sciences) with a demonstrable contextual knowledge of the environment and international development sectors • An enthusiasm for providing international consulting services with an ability to travel extensively to manage a portfolio of work and develop new business • Business orientated and numerate, with proven ability in or the potential to deliver both new business and attain financial targets on existing contracts • Experience in undertaking market research and subsequent promotion for business opportunities • Good communication skills and confidence/experience to represent the company in front of senior clients and beneficiary staff • A team player, who is motivated and flexible • Excellent organisational skills, with the ability to work to a high standard, prioritise multiple tasks and meet deadlines
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	<ul style="list-style-type: none"> • Perfect fluency in English with an ability to write concisely and convey technical information in an easily readable and convincing manner • Competency in an additional language, particularly French or Spanish, is highly desirable • Fully computer literate (e.g. Word, Excel, SharePoint)
2	<p>Experience (not all essential)</p> <ul style="list-style-type: none"> • Experience in the research, preparation, and submission of proposals to clients • 3+ years of prior experience in project management and/or business development of donor projects (e.g. EU, Asian Development Bank, World Bank), particularly related to the environmental and water sectors OR experience of technical assistance, advisory services and business development in the relevant sectors in a developed country (UK or otherwise) with a desire to use the skills obtained internationally

What we offer

- A full-time position (36.25 hours per week) within a company with highly developed expertise and experience.
- A competitive salary – commensurate with experience.
- A matched workplace pension scheme (if engaged as a UK employee).
- 24 days of holiday per year, exclusive of public holiday entitlement, rising with years of service.
- Enhanced family leave entitlements.

Non-contractual benefits include: flexible working provisions, an annual performance related bonus scheme, personal travel insurance, a holiday buy and sell scheme, and access to a health advice service for you and your immediate family members, including online private GP consultations.

How to apply

Please submit your CV and accompanying cover letter explaining why you wish to be considered for this position via our [website](#). The deadline for applications is midnight on Sunday 16th March 2025. We would encourage applicants to apply early, as shortlisting will be a continuous process whilst applications are open.