

Junior Project Executive – Framework 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 provide services across all areas of the programme cycle from project identification through to implementation and evaluations. We work in the areas of **markets, enterprise, and trade; agriculture, fisheries, food security and nutrition; environment, water, climate change and disaster risk reduction; and policy dialogue, regional integration, and governance.**

Landell Mills is a consortia leader and active partner on a number of EU-funded global framework contracts (FWCs). The objective of these FWCs is to provide, via individual assignments defined and contracted through specific contracts, short-term expertise that can be mobilised at very short notice.

Landell Mills leads a consortium for the **Framework Contract SIEA 2018 – Lot 1 (Sustainable Management of Natural Resources and Resilience)**. This is for individual assignments requested by the European Commission, to cover any geographic area, within or outside the EU, to deliver expertise and technical assistance assignments in the areas of agriculture, livestock, sustainable forestry management and conservation, fishery and aquaculture, land management, food security and nutrition, food safety, extension and institutional development, rural infrastructure, climate change, sustainable natural resource management, and disaster risk reduction.

Projects implemented by the Framework Division under the SIEA Lot 1 framework contract include:

- Mangrove Forest Reserves, Guyana;
- Short-term Assistance to Support the Formulation of Actions in Africa Caribbean Pacific (ACP) Regions under the Intra-ACP Climate Services and Related Applications Programme;
- Municipal Finance Study on Energy, Climate and Environment Sectors, Eastern Partnership Countries;
- Short-term Support to the State Cadastre Agency of Albania.

We are also a consortium partner on a number of other frameworks for the EU – including SIEA Lot 3 (Human Rights, Democracy and Peace), SIEA Lot 5 (Budget Support), and EVENTS 2020 – as well as for other donors such as the Foreign and Commonwealth Development Office (Expert Advisory Call-down Service; the Conflict, Security and Stability Fund; and the Prosperity Fund).

The position

The position provides the opportunity to work as a full-time Junior Project Executive based ordinarily in Trowbridge, Wiltshire, UK (although there is the option to work at the Bristol office on occasion and some work at home). The UNESCO World Heritage City of Bath is a 20-minute train ride away and Bristol is 40 minutes away.

Duties and responsibilities

The specific tasks of the role are to:

- Prepare technical and financial proposals for commercially viable requests for services within the above FWCs:
 - This will require fact-finding (on-line and through networking and research) to understand the needs of new requests and to set-up partnerships with consortium partners, experts, 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 and the expert team to win the opportunity;
 - Sourcing experts (using the company database, the internet, networking, headhunting, etc.) for assignments within the above FWCs, and evaluating CVs for the consortium as a whole for FWCs;
 - Negotiating competitive budgets for each specific request.
- Manage part of the FWC project portfolio:
 - This will include preparing consultant contracts, organising logistics (flights, visas, security arrangements) for projects, as well as day to day financial management, implementation follow-up and quality control of outputs;
 - Monitoring and follow up on progress of project activities with the in-country team, and discussions with senior staff regarding possible changes to the implementation approach to reflect changing client requirements or expectations;
 - Represent Landell Mills at client review meetings, briefing and debriefing meetings, etc.
- Identify and follow up new business development opportunities:
 - Position the company for future work through client contact, country visits, capitalising on ongoing work and networking with donors, experts, and partners. Liaise with the marketing division on the preparation of relevant marketing materials such as fact-sheets and brochures;
 - Inform senior staff how we should market and promote ourselves to best set us up for the business opportunity and actively support the Framework Division manager in the identification of business development opportunities for the division;
 - Preparation of technical and financial content of proposals and expressions of interest for multiple international development agencies;
 - Represent Landell Mills on business development calls, conferences, etc.
- Undertake checks to ensure requests and projects are in line with internal and external policies and procedures:

- Undertake checks of due diligence and other anti-corruption documentation for projects across the Division to ensure we are complying, in order to meet ISO37001 obligations;
- Undertake country and project risk assessments for tenders in high-risk countries, in alignment with our Duty of Care procedures.

This description is a brief synopsis of the role and is not designed to be restrictive. 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 be joining an existing team of four, reporting to the manager of the Framework Division.

Candidates must have a right to work in the UK.

Person specification

Skills/abilities – interpersonal and qualifications	Essential / desirable attributes*
A graduate degree in a subject of relevance to the company’s work	E
Organised with the ability to work to a high standard and holds demonstrable experience in prioritising multiple tasks and meeting deadlines	E
Strong communication, interpersonal and negotiation skills	E
Confidence and enthusiasm	E
Flexible and adaptable with an ability to adapt appropriately within various situations	E
Co-operative and supportive team player	E
Excellent written and verbal communication skills	E
Fluency in English and French	E
Skills/abilities – other	
Fluency in Portuguese and/or Spanish	D
Fully IT literate – Excel and Word	E
Ability to produce accurate work to tight deadlines under pressure	E
Experience	
Previous experience of working with framework contracts for donors	D
Experience of working concurrently on multiple projects and managing competing priorities	D

***Essential attributes (E):** Those without which a candidate would struggle to do the job. Any candidate unable to demonstrate how they meet these requirements would normally be rejected at the shortlisting stage.

Desirable attributes (D): Those that would be useful, but are not essential, for the post-holder to possess. Those with the desirable attributes listed – with more experience – could start at a Project Executive level.

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 workplace pension;
- 24 days of holiday per year, exclusive of bank holiday entitlement, rising to 25 with 2 years of service;
- Flexible working provisions.

A variety of non-contractual benefits are also available, including but not limited to:

- An annual bonus scheme;
- A holiday purchase and sale scheme.

Our Trowbridge site is located next to the Trowbridge train station, with main line train access to Bath and Bristol; our Bristol offices are 15 minutes' walk from Temple Meads train station and 5 minutes from Bristol city centre with access to showers and bike storage on-site.

How to apply

Please submit a short covering e-mail explaining why you wish to be considered for this position along with your full CV to hr@landell-mills.com and with '*JPE FWC – your name*' in the subject title. All communications and documents should be in English. Please also state your current/expected salary and when you may be able to take up the role.

The deadline for applications is midnight on 12 August 2022. Applications will be reviewed on a rolling basis and the position may close; early applications are encouraged.