

Intern – Business Development and Project Management

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.

The position

We are seeking to recruit an intern for the 2024-25 academic year (i.e. from August or September 2024).

The position is based in Trowbridge (main office) in Wiltshire, with the option to also work from home for part of the week in agreement with the Division Manager, and from our 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.

Duties and responsibilities

The successful applicant will be an undergraduate studying a relevant course in the themes of international relations, wider social sciences, or areas specific to our technical areas (see above). You will have a general interest in international development or international affairs. You could be assigned to work across multiple divisions according to their needs at different times and in line with your own interests and experience.

Your responsibilities will include:

- Business development (i.e. bidding for new consultancy work)
 - Support to the identification of new consultancy opportunities.
 - Once opportunities are identified, assess the requirements of the donor/client seeking assistance, the objectives of the assignment, and research suitable partners in order to put the company in the best position for winning any eventual tender.
 - Preparation of qualification documents for submitting bids.
 - Searching for suitable team members for inclusion in our bids.
 - Assist with the preparation of bid documents.

- Format CVs and project references.
- Undertake checks of due diligence and other anti-corruption documentation for potential partners.
- Project management
 - Provide support in the management of on-going projects.
 - Assist the Division Project Managers with on-going tasks as required.
 - Review and proofread project technical and progress reports.
- Support to the Division Manager
 - Administrative support such as collating information, formatting documents, travel booking and researching relevant thematic topics.
 - Assisting with keeping the divisional pipeline document up to date.

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. Candidates must have a right to work in the UK.

Person specification

Skills/abilities	Essential / desirable attributes*
Ability to work in a team environment	E
Business orientated and numerate	E
Highly organised with the ability to work to a high standard across multiple tasks	E
Excellent communication skills	E
Excellent Microsoft Word and Excel skills	E
Fluency in English	E
Knowledge of Microsoft Outlook and Teams	D
Experience	
Undergraduate studying a relevant course in the themes of Landell Mills’ work	E
Experience of working or volunteering in the themes of Landell Mills’ work	D
Interests	
International development issues covering agriculture and food systems, infrastructure and irrigation, public financial management, private sector development, migration, etc.	E
Sustainable management of natural resources and resilience (including environment, water, etc.)	D
Technical and vocational education and training	D
Social sciences and/or the environment	D
Monitoring and evaluation	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.

What we offer

- A full-time (36.25 hours per week) within a company with highly developed expertise and experience.
- A salary of £19,641 per annum.
- 24 days of holiday per year, exclusive of bank holiday entitlement.
- Flexible working provisions.
- We are committed to our equal opportunities policy – see www.landell-mills.com/policies

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 10 March 2024. We would encourage applicants to apply early, as shortlisting will be a continuous process whilst applications are open.