

Junior Project Executive – Marketing and Communications Division

About the role

We are seeking to recruit a Junior Project Executive to assist in managing our portfolio of communications projects. These projects encompass a range of communications activities including strategy design and development, media relations, development of branded materials for print and web, social media management and event organisation.

This is an exciting and varied position, encompassing both project management and creative communications. We work with donor organisations such as the European Commission and UK Foreign, Commonwealth & Development Office (FCDO) and it is anticipated that the role may also include opportunities for international travel. We currently manage communication and visibility projects based in Cambodia, the ASEAN region, Ethiopia, Nigeria, Tanzania, Rwanda, and Jamaica.

Duties and responsibilities

The successful applicant will be an organised and motivated team player with a keen interest in both international development and communications. Their responsibilities will include:

- Liaising with project teams to coordinate activities
- Reviewing communications materials
- Preparing contracts and reports
- Providing administrative support on projects and bids
- Helping prepare proposals for new projects
- Assisting with consultant recruitment
- Sourcing costs from and liaising with external suppliers – for example printers, web developers and photographers
- Researching upcoming business development opportunities

The post holder will also be expected to carry out any other reasonable tasks requested by the Division Manager.

Skills, experience and interests

Skills	Essential or desirable for role?*
Excellent organisational skills – able to demonstrate an aptitude for working to a high standard, prioritising multiple tasks and meeting deadlines	E
Good interpersonal skills – comfortable liaising with consultants and clients	E
Fluent in written and spoken English	E
Strong eye for detail with excellent writing and proof-reading skills	E
Demonstrable knowledge of Microsoft Word and Excel	E
Business orientated	D
French or Spanish language ability would be an advantage, but is not essential	D
Experience	
1+ years' project management experience	D
Experience managing communication projects and / or managing international development projects	D
Experience working with donor or development organisations such as the European Commission and UK Department for International Development	D
Interests	
Interested in marketing and communications	E
Interested in international development issues	E

***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.

We offer

- A full-time (36.25 hours per week) permanent contract in an international environment
- A competitive salary in the range of £21,000 to £24,000 per annum, depending on experience
- A workplace pension (an employer contribution personal pension scheme)
- 24 days holiday per year
- We are committed to our equal opportunities policy – see www.landell-mills.com/policies

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

- An annual bonus scheme
- Travel insurance with emergency medical cover for company-related travel
- A holiday purchase and sale scheme
- Sponsored training and development where relevant to the role

About Landell Mills

Landell Mills is a leading international development consulting firm. We provide technical assistance and management consultancy in the areas of markets, enterprise and trade; agriculture, fisheries, food security and nutrition; natural resource management and climate change; policy, dialogue, regional integration and governance.

We have 40+ staff, and offices in Trowbridge, Bristol and Blackrock, Ireland. We work globally with project consultants engaged throughout the world. See www.landell-mills.com for more detail.

Location

The company is based next to the train station in Trowbridge, Wiltshire, with options for working from our Bristol office or from home (at the Division Manager's discretion). Bath is a 20-minute train ride away and the city of Bristol just 40 minutes by train.

How to apply

Interested applicants should submit their CVs, along with a short covering letter or e-mail outlining why you are a good fit for the role, to hr@landell-mills.com with 'Junior Project Executive: Marketing and Communications Division – first name and surname' in the subject of the email. **Please include your salary expectations and state when you may be able to take up the role.** The deadline for applications is **midnight on 12th June 2022.**