

Project Executive

Framework Contract Division (FWC)

About us

Landell Mills is an international consultancy providing a range of development and cooperation-oriented services that assist countries and their peoples attain the Sustainable Development Goals. We have been in business for nearly fifty years and are active globally. We work with private and public sector clients on assignments lasting from a few days to several years. Our work is ordinarily financed by public agencies, such as the EU, the World Bank, various UN agencies, the Development Banks, the UK FCDO and the German GIZ.

We provide multi-disciplinary services in project design; project management; fund/grant management; technical advisory services; institutional strengthening; and training and capacity building.

Landell Mills has specialist divisions in the following areas:

- Agriculture, fisheries, food security and nutrition
- Environment, water, climate change and disaster risk reduction
- Markets, enterprise and trade
- Policy dialogue, regional integration and governance
- Higher, tertiary and vocational education and training
- Framework contract management
- Monitoring, evaluation and learning
- Communications

We have fifty staff based in offices in the UK (Trowbridge and Bristol) and Ireland (Dublin) and operate from a small number of subsidiary, branch and project offices in Belgium, Africa and Asia.

The FWC Division manages Framework Contracts (FWCs), a contractual mechanism used by our clients to rapidly mobilise expertise. Landell Mills has long-standing experience in FWCs and is currently implementing a number of FWCs for the European Commission in particular, across sectors such as agriculture, rural development, food security and nutrition, trade, investment climate, private sector, and employment. Assignments under FWCs cover the full project cycle, from identification and formulation to implementation, technical assistance, monitoring, and evaluation. In addition, we manage FWCs with the European Investment Bank (EIB) and are actively pursuing new business opportunities

About the role

We are looking for a Project Executive (PE) to be part of our FWC Division Team. You will manage bids under the different FWCs and ensure the successful implementation of awarded projects, while fostering strong relationships with clients, experts, and partners. The role focuses on coordinating project execution, ensuring contractual compliance, liaising with consortium partners, experts, service providers and clients, and supporting the operational, financial, and administrative aspects of multiple assignments simultaneously.

Please see below for full details of the duties and responsibilities of this role.

About you

We are looking for a highly organised and motivated professional who thrives in a fast-paced, international project environment. You will be comfortable juggling multiple priorities, with a strong foundation in project management and at least two years' experience coordinating or managing projects. Confident and articulate, you will bring excellent written and spoken English and French (C1/C2), along with strong IT skills across Microsoft Office tools. If you also have experience developing proposals for EU-funded projects and can offer Spanish or Portuguese, that

would be an advantage. Above all, you will be someone who enjoys working collaboratively, takes pride in delivering quality work, and is keen to grow your career in a dynamic consultancy setting.

A more detailed person specification can be found below.

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
- 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 (in the UK) to a health advice service for you and your immediate family members, including online private GP consultations.

Where you will work

Applicants must currently hold an unrestricted right to work in the UK or the EU. Our preference is for the role to be worked on a hybrid basis from our Trowbridge or Bristol offices (minimum two days per week on-site), or from our Dublin office (hybrid). However, we are open to considering a fully remote arrangement (on a consultancy basis) for the right candidate located elsewhere in the EU.

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 17 May. We would encourage applicants to apply early, as shortlisting will be a continuous process whilst the vacancy is open.

Duties and responsibilities

The Project Executive will be responsible for the day-to-day management of the ongoing FWCs, this includes:

- Prepare specific technical and financial proposals for requests for services within the ongoing FWCs funded by EU or EIB:
 - Preparation of technical proposals– assessing the needs of the project and context; 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.
 - Early contact with partners and local companies to assess the synergies and decide on the leading implementing role in each specific request.
 - Identification of experts (using the company database, online platforms, networking, etc.) for assignments within the above FWCs and evaluating CVs.
 - Negotiating competitive budgets for each specific request.
 - Quality control full specific proposals, methodologies, CVs of experts and budgets in compliance with our internal process.
- Manage specific projects under FWCs:
 - This will include preparing consultant contracts, organising logistics (flights, visas, security arrangements) for projects (with the support of an administrator), 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:
- 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 to ensure we are complying with our 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 and liaise and collaborate with all the other technical and cross-cutting divisions at Landell Mills. You will be joining an existing team of five and you will report to the Manager of the FWC Division.

Person specification

Skills/abilities/ experience	Attributes
Able to manage multiple tasks within our diverse pipeline of projects	Essential
Strong understanding of project management principles with minimum 2 years of experience in project coordination or project management.	Essential
Previous experience in developing proposals for EU funded projects.	Desirable

Excellent written and verbal communication skills in English	Essential
Good command of French (written and spoken) C1/C2	Essential
Spanish or Portuguese	Desirable
IT literate (MS products – Word, Excel, PowerPoint, Outlook)	Essential