Project Executive (junior to mid-level)

MEL (Monitoring, Evaluation and Learning) Division (Ireland/UK)

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
- 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 Monitoring, Evaluation and Learning (MEL) Division of Landell Mills provides technical support to a broad range of clients, including some of the world's largest donors and international aid agencies. Our current MEL portfolio spans monitoring of European Union programmes in the Middle East and North Africa and in South Sudan, as well as monitoring services for the Asian Development Bank's humanitarian interventions in Afghanistan.

We also conduct evaluations for UNICEF, the International Committee of the Red Cross, the World Food Programme, and the European Civil Protection and Humanitarian Aid Operations (ECHO). Our work covers a diverse set of development and humanitarian themes, from food security to human rights, and is delivered through a combination of desk-based research and field missions across the countries where we operate. We work in English, French, Spanish, Portuguese and Arabic.

About the role

We now wish to recruit a Project Executive who will be involved in both project management and business development. This is a busy and varied role, in which you will join a team of Project Executives and MEL Specialists.

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

What we offer

- A full-time position (36.25 hours per week) within a company with highly developed expertise and experience.
- A salary between £25,000-38,000 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 to a health advice service for you and your immediate family members, including online private GP consultations.

Where you will work

The position will be based either in the UK (Trowbridge, Wiltshire) or in Ireland (Malahide, County Dublin). In the UK, there is also the option to work at our Bristol office. We operate a hybrid work from home/office culture, but we would expect the successful candidate to have considerable day-to-day in person contact with the MEL Division. Travel to client countries for period of up to two weeks at a time should be envisaged when suitably experienced.

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 **Monday 30 March 2026**. We would encourage applicants to apply early, as shortlisting will be a continuous process whilst the vacancy is open.

Duties and responsibilities

Project management

- Work with consultants and clients to ensure quality and timely execution of short and long-term monitoring and evaluation contracts.
- Support preparation and submission of key deliverables, including progress reports and evaluation outputs.
- Ensure compliance with contractual terms and conditions, financial regulations and reporting requirements of clients.
- Provide day-to-day contractual, financial, and logistical support to experts.

Business development

- Lead on, and support in, the preparation of tenders for new monitoring and evaluation contracts, including administrative, technical, and financial content.
- Identify and liaise with consultants and business partners on the development of proposals.
- Proactively identify, track, and position for new business opportunities, through networking with donors, consultants, and partners, with country visits and client contact.

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. This will include travel to the countries in which we do or seek to work. 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 7 and you will report to the Manager of the MEL Division.

Person specification

Skills/abilities	Attributes
Business orientated and numerate, with an interest in delivering both new business and attaining financial targets on existing contracts	Essential
Demonstrated ability to effectively manage relationships with different internal and external stakeholders	Essential
Strong organisational skills and ability to work to a high standard, prioritise workload and meet deadlines	Essential
Positive and flexible attitude and team-oriented approach	Essential
Good attention to detail	Essential
Perfectly fluent in English	Essential
Language skills in French (and Spanish, Portuguese or Arabic)	Desirable
Fully computer literate	Essential
Ability to produce accurate work to tight deadlines under pressure	Essential
Qualifications and experience	

A graduate in economics, social sciences, development studies or other related fields	Essential
Interests	
Interest in developing MEL knowledge and skills through internal and external training and/or knowledge sharing events	Essential
Commitment to sharing lessons and supporting best practice in MEL across the organisation	Essential