

## Project Assistant (Trowbridge or Bristol)

### 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 role will support two of Landell Mills' technical divisions – AFN and EWD. The **Agriculture, Fisheries, Food Security and Nutrition (AFN) Division** and the **Environment, Water, Climate Change and Disaster Risk Reduction (EWD) Division** deliver international development programmes that aim to improve rural livelihoods, promote sustainable food systems, and build resilience to environmental and climate-related challenges. Together, the two divisions manage a portfolio of projects valued at over £40 million, working with governments, donors, and local organisations across the globe.

Our projects involve coordination across multiple countries and institutions, requiring careful planning, effective communication, and well-organised systems. Examples of current work include:

- A national coffee programme in Timor-Leste, supporting more than 2,000 farmers and helping the Ministry of Agriculture improve value chains and market access.
- Technical assistance in Tuvalu to support the revitalisation of the coconut sector through better planning and governance.
- A regional project in East Africa, helping aquaculture businesses in Kenya, Tanzania and Uganda connect with commercial networks and prepare for trade opportunities.
- A technical assistance project in Pakistan, supporting a provincial government in managing water resources and enhancing livelihoods and agricultural productivity through water-efficient approaches.
- A regional initiative in Southeast Asia and the Pacific, helping communities develop innovative financing mechanisms to protect coral reefs, enhancing resilience in coastal communities facing the impacts of climate change and rising sea levels.

Our multidisciplinary teams brings together project managers and specialists in **agro-economics, value chains, climate adaptation, environmental assessment, and water resource management**. Administrators are an integral part of the team, supporting programme delivery and reporting, coordinating logistics, assisting with finance and procurement processes, and contributing to proposal development and bidding.

## About the role

We are looking for a Project Assistant to provide administrative support to both the AFN and EWD Divisions at Landell Mills. You will help manage day-to-day project tasks, including logistics, reporting, and maintaining documentation. The role also involves supporting business development, contributing to proposals, and coordinating with internal teams, partners and clients.

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

## About you

As a Project Assistant at Landell Mills, you will be organised, detail-oriented, and able to manage multiple tasks in a busy environment. Strong communication skills and a proactive, team-focused approach are essential. Experience in admin for professional services, the financial sector, and the recruitment sector is very welcome. We only accept applications from candidates who currently hold the right to work in the UK.

*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 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 in the **UK (Trowbridge, Wiltshire or Bristol)**. 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 AFN and EWD Divisions.

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

## Duties and responsibilities

The responsibilities and tasks will include:

### 1. Assist in the management of current project portfolio

- Assist in preparing consultant contracts
- Assist with sourcing candidates for vacant positions
- Make travel arrangements for in-house employees and external consultants, including organising visas, booking flights, hotels and transport for international travel
- Provide general administrative support to Divisional Managers and project staff (including drafting letters, sending correspondence, photocopying, requesting timesheets, etc.)
- Provide support to financial management of projects, including liaising with finance division to ensure timely and accurate preparation of client invoices
- Assist in the timely preparation and submission of project reports, Powerpoint presentations and other project documentation (editing and formatting reports)

### 2. Assist in the preparation of proposals to win new work

- Help search for experts for projects using our internal database, LinkedIn and other recruitment sites
- Format CVs into appropriate client template
- Responsible for the preparation and inclusion of standard company documents, and those of consortium partners
- Responsible for the presentation, including bid covers, and physical production of the final document and ensuring appropriate stationery is in stock
- Provide support for registration and online submission of tenders and EOIs via donor procurement platforms
- Responsible for organising delivery of bids and other business-critical documentation by courier service
- Undertake due diligence checks and compile anti-corruption documentation

### 3. Assist with marketing, communications and knowledge management tasks

- Assist in ensuring the project track-record is presented accurately on our project database
- Coordinate edit and proof divisional input to the company website and social media channels
- Prepare and proof-read web-based advertisements for in-house positions and consultant vacancies
- Upload job advertisements to Landell Mills website and LinkedIn page

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, including sharing administrative tasks across other divisions when needed.

## Person specification

Skills / Attributes / Experience	Essential or desirable criteria*
Organised with the ability to work to a high standard and holds demonstrable experience in prioritising multiple tasks and meeting deadlines	Essential
Confidence and enthusiasm	Essential
Co-operative and supportive team player	Essential
Grade B or above in GCSE English and Maths (or equivalent)	Essential
Fluency in English (excellent written and verbal communication skills)	Essential
IT literate (MS products – Word, Excel, PowerPoint, Outlook)	Essential
Previous experience in an administrative position for professional services	Essential
Previous experience of recruitment	Desirable

**\*Essential attributes:** 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:** Those that would be useful, but are not essential, for the post-holder to possess.