

# Project Executive – Markets, Enterprise and Trade (Ireland/UK)

## The role

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The Markets, Enterprise and Trade (MET) Division seeks to promote economic and business development with a strong focus on sustainable trade and investments, inclusive growth and decent work, and women's economic empowerment, maximising impact and long-term change for people. Our work predominantly covers the following inter-related sub-sectors: investment climate and business enabling environment reform, trade facilitation and trade promotion, market systems support, green economy, and gender equity and social inclusion in trade. Some examples of our current MET portfolio include strategic contracts for the EU (DG INTPA), such as the Regional Technical Assistance Facility in support of Job Creation and Investment in Eastern Africa, Southern Africa and Indian Ocean, and for the UNDP in Malawi with the Green Economic Transition Facility.

Due to recent business development success on EU-funded framework contracts (FWCs), Landell Mills will lead a consortium on Lot 7 of Services for EU's External Action (SEA), which covers private sector development and trade. We are therefore looking to recruit a Project Executive to support the MET Division. The FWC will deliver individual assignments defined and contracted through specific contracts, using short-term expertise often mobilised at short notice.

In this busy and varied role, the Project Executive will support the Division in its acquisition and implementation of specific contracts under SEA Lot 7 and across the MET division portfolio. The Project Executive will be involved in both project management and business development, with a focus on the areas of economic analysis, investment climate, private sector development, trade, and employment and labour standards.

## Duties and responsibilities

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The specific tasks of the role are to:

- Prepare technical and financial proposals for commercially viable requests for services within the above SEA Lot 7:
  - This will require fact-finding (on-line and through networking and research) to understand the context and needs of new requests.
  - Preparation of technical proposals requires an analytical mind-set – assessing the needs of the project and context; identifying an evidence-base to justify proposed interventions including assessing the theory of change; 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.
  - Sourcing experts (using the company database, the internet, networking, headhunting, etc.) for assignments within the above Lot 7, and evaluating CVs for the consortium as a whole for Lot 7.

- This will require close and effective collaboration with the FWC Division team to coordinate tender preparation.
- Negotiating competitive budgets for each specific request.
- Manage the SEA Lot 7 project portfolio:
  - 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:
  - Position the company for future work through client contact, country visits, capitalising on ongoing work and networking with donors, experts, and partners. Liaise with the marketing division on the preparation of relevant marketing materials such as factsheets and brochures.
  - Inform senior staff how we should market and promote ourselves to best set us up for the business opportunity and actively support the MET Division manager in the identification of business development opportunities for the division.
  - Preparation of technical and financial content of proposals and expressions of interest for multiple international development agencies.

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, in particular our internal Framework Contract Division. You will be joining an existing team of four. You will report to the Manager of the Markets, Enterprise and Trade Division.

At the time of starting employment, the successful candidate must have permission to work in the UK or Ireland.

## Person specification

Skills/abilities	Essential (E) / desirable (D) attributes*
An enthusiasm for providing international consulting services with an ability to travel extensively to manage a portfolio of work and develop new business	E
Business orientated and numerate, with proven ability in or the potential to deliver both new business and attain financial targets on existing contracts	E
Experience in undertaking market research and subsequent promotion for business opportunities	E
Good communication skills and be comfortable and experienced in representing the company in front of senior client and beneficiary staff	E
A team player, who is motivated and flexible	E
Excellent organisational skills, with the ability to work to a high standard, prioritise multiple tasks and meet deadlines	E
Perfect fluency in English with an ability to write concisely and convey technical information in an easily readable and convincing manner	E
French language ability will be an advantage, although not mandatory	D
Fully computer literate (e.g. Word, Excel, SharePoint)	E
<b>Qualifications and experience</b>	
A graduate degree in a relevant field, e.g. economics, development studies, trade, politics, etc.	E
Some experience in managing and delivering donor-funded project contracts, preferably in the area of markets, enterprise and trade development	D
Experience in the research, preparation, and submission of proposals to clients will be an advantage	D
Experience with framework contract request development and project management	D

## About Landell Mills

**Landell Mills** ([landell-mills.com](http://landell-mills.com)) is an international consultancy providing a range of development and cooperation-oriented services. We aim to assist countries and their peoples to attain the sustainable development goals. Approximately, 50% of our work is on behalf of clients using EU funds. Other clients include the ADB, the WB, various UN agencies, GIZ and FCDO.

We provide services across all areas of the programme cycle from project identification through to implementation and evaluations. We work in the areas of markets, enterprise, and trade; agriculture, fisheries, food security and nutrition; environment, water, climate change and disaster risk reduction; and policy dialogue, regional integration, and governance.

We work in English, French, Spanish, Portuguese and Arabic. We have an in-house staff of about 50, with most being based at our offices in Trowbridge (just outside Bath, UK), Bristol and Blackrock (just south of Dublin, Ireland). We also engage up to 300 experts on assignment at any one time and staff offices in key project locations.

## What we offer

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- 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 workplace pension (if engaged as a UK employee).
- 24 days of holiday per year, exclusive of bank holiday entitlement, rising to 25 with 2 years of service.
- Flexible working provisions.

Non-contractual benefits are also available and include an annual performance related bonus scheme, personal travel insurance, and a holiday buyback scheme.

## Where you will work

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The position will be based either in Ireland (Blackrock, Dublin) or the UK (Trowbridge, Wiltshire). 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 chosen candidate to have considerable day-to-day in person contact with both the MET Division team and the FWC Division team. Overseas travel will be an integral part of the job.

## How to apply

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Please submit your CV and write a short covering letter explaining why you wish to be considered for this position. Please also state when you may be able to take up the role, and whether you have the right to work in the UK, Ireland or both countries. The deadline for applications is 31 January 2024. Interviews will be carried out on a rolling basis.