

Project Assistant

About the role

We are seeking to recruit a full-time Project Assistant to provide administrative support to the Market, Enterprise and Trade (MET) division at Landell Mills.

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

The post holder will also be expected to carry out any other reasonable tasks as requested.

Person specification

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

***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.

Candidates must be eligible to work in the UK.

We offer

- A full-time (36.25 hours per week) contract
- Salary of circa £21,000 per annum, subject to experience
- A workplace pension (an employer contribution personal pension scheme)
- 24 days holiday per year, exclusive of bank holiday entitlement, rising to 25 with 2 years of service
- Flexible working provisions

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

- An annual bonus scheme
- A holiday purchase and sale scheme

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
- Environment, water, climate change and disaster risk reduction
- Policy dialogue, regional integration and governance

We provide the following **services** to our clients:

- Project feasibility and design
- Project management (including contract supervision, fund and grant management, management of framework contracts and rapid mobilisation of expertise)

- Technical advisory services (including studies and research, institutional strengthening, training and capacity building)
- Monitoring, evaluation and learning
- Communications (including strategy design, production of visibility materials, events and media management)

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

Location

The position is based in Trowbridge, Wiltshire (and the option for home-based work or some time in our Bristol office as agreed with the line manager). The UNESCO World Heritage City of Bath is a 20-minute train ride away from Trowbridge, and Bristol is 40 minutes away.

How to apply

Interested applicants should submit their CVs, along with a cover letter outlining why you are a good fit for the role, to hr@landell-mills.com with 'MET Project Assistant – full name' 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 21st October 2022.