

Project Executive (junior – mid level)

Marketing and Communications Division

About Landell Mills

Landell Mills (www.landell-mills.com) is an international consultancy providing a range of development-oriented services that aim to assist countries and their peoples attain the sustainable development goals. We have been in business for 40 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; communications and knowledge management; research and studies; monitoring, evaluation and learning; fund/grant management; management of framework contracts; rapid mobilisation of expertise; technical advisory services; institutional strengthening; training and capacity building.

We have five core skill 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.

Landell Mills has a core staff of about 50 based in offices in the UK (Trowbridge and Bristol) and Ireland (Blackrock, Dublin). We also operate from a small number of branch offices in Africa and Asia.

About the role

We are seeking to recruit a **junior to mid-level Project Executive** to assist in managing our portfolio of communications projects. These projects encompass a range of communications activities including strategy design and development, media relations, development of branded materials for print and web, social media management and event organisation.

This is an exciting and varied position, encompassing both project management and creative communications. We work with donor organisations such as the European Commission and UK Foreign, Commonwealth & Development Office (FCDO) and it is anticipated that the role may also include opportunities for international travel. We currently manage communication and visibility projects based in Cambodia, the ASEAN region, Ethiopia, Nigeria, Tanzania, Rwanda, and Jamaica.

Duties and responsibilities

The successful applicant will be an organised and motivated team player with a keen interest in both international development and communications. Their responsibilities will include:

- Liaising with project teams to coordinate activities

- Reviewing communications materials
- Preparing contracts and reports
- Providing administrative support on projects and bids
- Helping prepare proposals for new projects
- Assisting with consultant recruitment
- Sourcing costs from and liaising with external suppliers – for example printers, web developers and photographers
- Researching upcoming business development opportunities

The post holder will also be expected to carry out any other reasonable tasks requested by the Division Manager.

Skills, experience and interests

Skills	Essential or desirable for role?*
Excellent organisational skills – able to demonstrate an aptitude for working to a high standard, prioritising multiple tasks and meeting deadlines	E
Good interpersonal skills – comfortable liaising with consultants and clients	E
Fluent in written and spoken English	E
Strong eye for detail with excellent writing and proof-reading skills	E
Demonstrable knowledge of Microsoft Word and Excel	E
Business orientated	E
French or Spanish language ability would be an advantage, but is not essential	D
Experience	
1+ years' project management experience	D
Experience managing communication projects and / or managing international development projects	D
Experience working with donor or development organisations such as the European Commission and UK Department for International Development	D
Interests	
Interested in marketing and communications	E
Interested in international development issues	E

***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.

We offer

- A full-time (36.25 hours per week) permanent contract in an international environment
- A competitive salary, dependent on experience
- A workplace pension (an employer contribution personal pension scheme)
- 24 days holiday per year
- We are committed to our equal opportunities policy – see www.landell-mills.com/policies

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

- An annual bonus scheme
- Travel insurance with emergency medical cover for both company-related and personal travel
- A holiday purchase and sale scheme
- Sponsored training and development where relevant to the role
- A number of company social events throughout the year.

Location

The company is based next to the train station in Trowbridge, Wiltshire, with options for working from our Bristol office or from home (at the Division Manager's discretion). Bath is a 20-minute train ride away and the city of Bristol just 40 minutes by train.

See www.landell-mills.com for more detail.