

Junior Project Executive

(Equivalent to SOC code 3543 Marketing associate professionals)

(Note that this position is applicable to those who have just graduated or about to graduate)

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 throughout the emerging economies and developing world. 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 UK FCDO, the World Bank and the Asian Development Bank (ADB). We provide multi-disciplinary service in project design; project management; fund/grant management; management of framework contracts; rapid mobilisation of expertise; technical advisory services; institutional strengthening; training and capacity building; research and studies; monitoring and evaluation; and communications and knowledge management.

We have four principal core skill areas. These are:

- Agriculture, fisheries, food security and nutrition;
- Environment, water, climate change and disaster risk reduction;
- Markets, enterprise and trade;
- Policy dialogue, regional integration and governance.

We have offices in Ireland (Dublin) and the UK (Trowbridge), with a number of branch offices in Africa and Asia.

The position

The position provides the opportunity to work as a full-time Junior Project Executive based ordinarily in Trowbridge, Wiltshire, UK (although there is the option to work at the Bristol office and we operate a hybrid work from home / office culture). The UNESCO World Heritage City of Bath is a 20-minute train ride away and the city of Bristol just 40 minutes away. Overseas travel will be required as part of the job.

While the above is the preference we will also consider candidates based elsewhere, including outside the UK, with travel to the office from time to time.

Duties and responsibilities

We are looking to recruit a Junior Project Executive to help win and manage projects across a number of Landell Mills' focus sectors in both Anglophone and Francophone markets. This will predominantly be in the agriculture, fisheries, food security and nutrition sector, but may also cover other sectors, in particular environment, water, climate change and disaster risk reduction.

Landell Mills operates a fairly non-hierarchical structure, and you will be given the opportunity to work on a wide range of activities, rather than being 'pigeon-holed', contributing as a team to business development and project management, and will be supported to take on more senior tasks and act independently once you have the ability.

The specific tasks of the role are to:

- Identify and follow up new business opportunities:
 - Position the company for future work through identifying prospects online (on client websites), as well as through client contact, country visits, capitalising on ongoing work and networking with donors, consultants and partners. Inform senior staff how we should market and promote ourselves to best set us up for the business opportunity. Liaise with the marketing division on the preparation of relevant marketing materials such as factsheets...etc.
- Prepare expressions of interest and tender proposals (in English and French) for commercially viable project opportunities:
 - Prepare expressions of interest according to client templates. Contact and liaise with potential consortium partners for opportunities. This may require fact-finding (on-line and through networking and research in the field) to understand the needs of new contracts and to set-up partnerships with local companies or other international firms.
 - Search for experts who can work on specific opportunities (as per project terms of reference) using Landell Mills' internal database, LinkedIn, other recruitment sites and networking.
 - Assist in the preparation of technical and financial content of tender proposals. 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, developing a proposal outlining the work plan and costs to undertake activities, identifying how best to market ourselves to win the opportunity.
- Manage part of the current and future project portfolio.
 - Liaise with the project administrator to ensure experts are mobilised and demobilised and projects set-up and closed down according to a standard checklist. This may include help in setting up overseas offices, recruitment of support staff...etc;
 - In case of a need to find new experts or replace experts Search for experts who can work on specific opportunities (as per project terms of reference) using Landell Mills' internal database, LinkedIn, other recruitment sites and networking.
 - Manage the relationship with project teams, beneficiaries and donors for the successful execution of contracts both from head office and in-country;
 - Follow up on progress of project activities with the in-country team, including providing quality assurance of outputs (editing and formatting reports) and troubleshooting where required;
 - Manage contracts and budgets.
 - Code supplier invoices and liaise with the finance department on the preparation of invoices.

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.

Person specification

1	Skills/abilities – interpersonal and qualifications <ul style="list-style-type: none">• A graduate (a degree in agriculture, natural resource management, economics, business, or other related fields is desirable but not mandatory) with good academic results• Fluency in English and French• An enthusiasm for providing international consulting services with an ability to travel extensively to manage a portfolio of work and develop new business• Business orientated and numerate, with proven ability in or the potential to deliver both new business and attain financial targets on existing contracts.• Motivated and flexible• Excellent organisational skills, with the ability to work to a high standard, prioritise multiple tasks and meet deadlines• Fully computer literate, and able to utilise Excel with basic formula
2	Experience <ul style="list-style-type: none">• No prior experience is needed, and thus those who have just graduated can apply.• However, for candidates with previous work experience, areas of relevance to the role will include any work in the international development sector, or the consultancy/project management/business analysis/recruitment sectors; as well as work in the focus sectors, notably the agriculture, fisheries, food security and nutrition sector, and the environment, water, climate change and disaster risk reduction sector.

What we offer

- A full-time, permanent position within a company with highly-developed expertise and experience;
- A competitive salary – commensurate with experience;
- A workplace pension (if employed as a UK employee);
- 24 days of holiday per year, exclusive of public holiday entitlement, rising to 25 with 2 years of service
- Flexible working provisions.

Non-contractual benefits include an annual bonus scheme; personal travel insurance; and a holiday buyback scheme.

How to apply

Please write a short covering e-mail or letter explaining why you wish to be considered for this position and submit this and a full CV to HR@landell-mills.com. Please write “JPE - full name” in the subject line. Please also state when you may be able to take up the role – those who are able to start soon after the deadline for applications and interview process will be preferred. The deadline for applications is midnight on Sunday 5 June 2021, although applications will be reviewed as they come in.