

LOOKING FOR YOUR NEXT CAREER MOVE?

Regional Consultant/Assistant Consultant – Worldwide Programmes

Responsible to:

Regional Manager – Worldwide Programmes



The Role

We are recruiting world class talent.
Come and join us.

Do you want the opportunity to work with a committed and talented team who work hard and deliver outstanding results?

The Worldwide regional team is taking on larger and more challenging global projects, and are looking for a committed and ambitious individual to join us and help grow our portfolio and manage our global projects and programmes.

Main responsibilities

- Working with IMC's technical business area teams to identify global project and programme opportunities
- In cooperation with the Regional Manager planning, identifying and mobilising the resources needed for business development and project operations
- Supporting implementation of global projects, working with a range of partner organisations and across a range of technical areas. This includes managing invoicing, chasing debtors, contracting, logistics, resolving difficulties, project support, etc.
- Coordinating and producing project Expressions of Interest (EOIs) and proposals to a high standard and to tight deadlines
- Working with the team to support the negotiation of proposal budgets and consultant fee rates with partner firms and consultants, and preparing financial proposals
- Coordinating and administering day to day marketing and business development: This includes managing the pipeline of opportunities, project and business development reporting.

- Working with the team to support the financial management of projects, including controlling budgets, managing expenditure, invoicing and payments
- Support to the regional team to ensure business practices are adhered to across the entire business (bid approval procedures, IMC's business code of ethics etc.)
- Knowledge Management, maintain project data on Evolution (IMC's internal opportunity tracker tool) for all worldwide projects and working with the communications team to promote our projects and experience
- Research in support of the development of the Worldwide Regional Strategy
- Communicating with and developing relationships with partner firms, senior international specialists, and development partner representatives
- Pulling together reports, final editing including headers and footers, tables and figure numbers, organising annexes, PDFing and stitching together component parts
- Increasing IMC's specialist consultant CV pool
- Maintaining business development, CV and project reference databases
- Providing support to the Worldwide team and across the company as needed

Team Environment

You will join the small and friendly Worldwide Regional team to both grow and deliver the IMC Worldwide Portfolio of work.

The team currently consists of a team of 3; Director Designate, Regional Manager and Regional Consultant

The working environment is informal and creative, but we are uncompromising on the quality of work we deliver to clients.

It is anticipated that the Regional Consultant will typically spend:

- 40% business development
- 40% project administration and support
- 10% administration and internal finance.

Hours of work – This role is a full time position and basic working hours are 37.5 per week.

Salary – Competitive salary depending on experience.

Annual leave – 5 weeks' annual leave plus public holidays.
The holiday year is 1st January – 31st December.

Benefits – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.

Location – The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability.

The closing date for applications is Friday 21 July 2017

PERSON SPECIFICATION:**Regional Consultant/Assistant Consultant – Worldwide Programmes**

	Essential	Desirable
Qualifications, understanding & training:		
Degree qualification	X	
Project management training		X
Finance, project finance management or Excel training	X	
Experience:		
Experience of project finance, and/or grant management experience		X
Experience undertaking the financial management of projects		X
Experience of working in a consultancy		X
Experience of working in international development		X
Experience working with International donors		X
Experience in developing commercial proposals		X
Experience in procurement management		X
Abilities & skills		
Strong financial skills		X
Good negotiation skills		X
Confidence and enthusiasm	X	
Good attention to detail and ability to carry out complex finance, contractual and administrative tasks	X	
Excellent project planning skills		X
Excellent organisational skills and the ability to multi-task under tight deadlines	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Co-operative and supportive team player	X	
Excellent communication skills and willing to assisting in the capacity building of others	X	
Personal:		
Self-motivation and pro-active attitude	X	
Flexible attitude to meet the needs of the role	X	
Commitment to IMC's objectives, ethics, values and Equalities and Diversity Policy	X	
Excellent work ethic	X	