



Principal Consultant Communications and Knowledge Management

Responsible to:
Managing Director

[Click here](#) to subscribe to IMC's newsletter and receive our latest updates in your inbox

The closing date for applications is Friday 29 June 2018 at 9am
In your application please include a portfolio of work or links to campaigns and projects previously worked on.

The Role

We are seeking a dynamic Communications and Knowledge Management Consultant, at Principal level, to join and lead our energetic and very capable digitally-focussed team to work on a range of corporate and project work across the entirety of our programmes.

You will work in international development markets, where you will provide consultancy services, manage projects and work with international media. You will also engage in identifying opportunities and developing proposals.

You will lead and work with the Communications team on internal and external corporate communications projects such as our Intranet and building our online presence.

The successful applicant will be involved in projects ranging from our work building rural roads in Nepal, upgrading schools in Pakistan, evaluating the Violence Against Women Projects in South Asia and helping to develop start-ups across sub-Saharan Africa.

You can get a sense of the kinds of work we do by viewing the [IMC 2017 Annual Review](#).

As Principal Consultant you will lead our digital first team, help build our project capacity, and update our future strategy. You will also play a key role in winning and delivering projects and building our technical expertise.

Main responsibilities

- Lead the communications and marketing team to raise the profile of the Company.
 - Work with the communications team to develop and implement a Company Communications Strategy, ensuring online and offline communications materials, channels and networks are up-to-date and relevant.
 - Work with the business streams to identify opportunities for thought leadership and build external profiles.
 - Provide communications and knowledge management expertise and support on projects across all business streams.
 - Act as a point of contact with providers of specialist communications capacity such as web developers, designers and film makers.
 - When necessary attend and actively participate in senior management meetings and report on the business activities.
 - Coordinate, administer and manage the day-to-day marketing, business development and project implementation operations across the business areas but specifically in communications. Including the pipeline of opportunities, project and business development reporting, invoicing, resolving difficulties, project support, etc.
 - Plan, identify and mobilise the resources needed for business development and project operations.
 - Assist with the identification, selection, appointment and development of suitable permanent and retained staff to grow this business organically and develop and increase capacity.
 - Cultivate and manage relationships with existing and potential key clients, strategic partner firms and independent consultants.
 - Maintain a cycle of business development activities including the identification and cultivation of potential clients, market research, preparing marketing strategies and plans, marketing visits, presentations, attendance at conferences and seminars, delivering and publishing papers and generally maintaining for the Company a high-profile presence in the market.
- Oversee, assist and prepare expressions of interest, pre-qualification documents and proposals for opportunities, and prepare fee submission documents.

The Team

You will be working in, and leading, the Communications and Knowledge Management team. We pride ourselves on being adaptable, dynamic and innovative in our approach to our work.

You will also collaborate with IMC staff from other business streams and from the regional teams when working on projects and as needed for business development.

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

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

Salary – Competitive salary depending on experience.

Annual leave – 25 days annual leave plus 8 public holidays.

The holiday year is 1 January – 31 December.

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

There is also a non-contractual bonus system payable annually depending on performance.

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 and locally subject to availability.

Travel – Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects when required.

PERSON SPECIFICATION: Principal Consultant, Communications and Knowledge Management

	Essential	Desirable
Qualifications, understanding & training		
Minimum of a Master's Degree in a related discipline.		X
Experience		
Extensive experience of the communications environment	X	
Experience of the communications environment in international development		X
Experience within a creative agency, NGO, donor organisation, or international development consultancy		X
Experience of writing good, edited articles and producing strong content across multiple platforms		X
Experience of using social media tools and analysing analytics (TweetDeck, Google Analytics etc.)	X	
Experience of using creative tools, particularly Adobe Creative Suite (InDesign and Photoshop a plus)	X	
Experience working with line agencies, local authorities, and civil society/NGOs	X	
Extensive experience in project management, monitoring and reporting and the use of project management tools	X	
Experience of writing and winning EOIs and proposals for multilateral and bilateral donors and clients	X	
Experience successfully implementing complex, multi-year environment projects for DFID, WB, and other donors		X
Experience preparing and coordinating press engagement and external marketing activities	X	
Abilities & skills		
Good interpersonal skills	X	
Good leadership and management skills	X	
Creative mind and innovative flair	X	
Ability to write, edit, and publish with short turnaround times on a consistent basis	X	
Positive, confident and enthusiastic	X	
Planning publishing schedules	X	
Additional languages skills would be an asset		X
Social media management, intranet management, and website management (WordPress CMS)		X
Personal		
Passion for/to work in international development	X	
Self-motivation, proactive attitude and work ethic	X	
Flexible attitude to meet the needs of the role	X	
Commitment to IMC's objectives, ethics, values and equalities and diversity policy	X	

IMC Competency Framework: Principal Consultant, Communications and Knowledge Management

Competency	D	I	A	S
IMC values and ethics			X	
Business insight			X	
Bid and project management			X	
Technical/area specialisation			X	
Relationship management and working with others			X	
Leadership and resilience			X	
Impact and influence			X	
Decision making/ planning and organising			X	
Results orientation and continuous Improvement			X	
Financial and commercial awareness			X	

Key:

D – Developing

I – Independence

A – Accomplished

S - Senior Management Level