



Associate Director

Trade, Prosperity & Projects

IMC Grade: Associate Director

Responsible to: Senior Technical Director - Trade & Investment & Head of Prosperity

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The Role

Could you introduce Business Development rigour and secure new business for our rapidly growing Trade, Prosperity and Projects Unit?

IMC Worldwide is diversifying its revenue away from traditional sources with an immediate focus on the Foreign & Commonwealth's Prosperity Fund, a wider diversity of involvement across the UK Government and the US Government.

The Associate Director will provide day-to-day management of an already strong delivery team (currently 14). This team includes high performing future leaders and to succeed, will require the proposed seniority and gravitas with such a role, and a pro-active mentoring attitude.

You will also take ownership of Business Development activities across the Business Unit and will lead on the coordination of professional, compelling and deliverable propositions. It is therefore likely that you will have a background in leading successful business pursuits.

Main responsibilities

- Line-Manage a rapidly growing business unit to ensure retention of high performing colleagues
- Immediately increase the Unit's ability to rapidly respond to new business opportunities by preparing compelling and winning propositions.
- Own the identification, filtering and prioritisation of potential business opportunities for the Trade, Prosperity and Projects Unit.
- Be able to provide technical and corporate inputs that respond accurately to client demands from the pre-proposal to project closure stages
- Own and build a suite of key client and supplier relationships and create and deliver an engagement plan for each.
- Develop performance objectives and workplan targets for the Unit and individuals within that Unit, manage their performance and predict and mitigate potential issues.

- Provide accurate disaggregated pipeline and project financials across the Unit.
- Work closely with other business stream and business units to successfully deliver proposals and projects.
- Provide pro-active, day-to-day support to the Senior Technical Director, for whom you occasionally deputise, internally and externally.
- Contribute to the growth strategy and direction of the Business Stream.
- Meet the [quality standards](#) of the company and of the development partners/ Clients
- Meet the high ethical standards of the company as directed by the [IMC policies](#) related, but not limited to: Business Ethics, Equal opportunities, Anti-Harassment & Bullying, Safeguarding, Anti-Slavery and Human trafficking and Data Protection

FCO PROSPERITY FUND

IMC Worldwide has successfully competed to be included in the Infrastructure; Future City; Trade; Energy and Business sector procurement frameworks within the Prosperity Programme.

We have secured 5 contracts to date – with several more expected to follow, soon.

More details of the Prosperity programme can be found at:

<https://www.gov.uk/government/publications/cross-government-prosperity-fund-programme/cross-government-prosperity-fund-update>

Team Environment

This is a new role and you will join and lead a team of 14.

The post holder will work closely with the Senior Technical Director - Trade & Investment & Head of Prosperity.

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

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

To learn more about our recent projects, major highlights and achievements [click here](#) to read our 2017 Annual Review.

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

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

Salary – depending on experience

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

Annual leave–25 days annual leave plus 8 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, cycle to work scheme and season ticket loan scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.

The closing date for applications is Monday 18 February 2019.

Applications will be reviewed on an on-going basis, it is recommended you apply as soon as possible.

PERSON SPECIFICATION: Associate Director, Trade, Prosperity & Projects

	Essential	Desirable
Qualifications, understanding & training:		
Degree qualification	X	
Training in Project Management, Creating Networks; Effective Communications	X	
Experience:		
Experience of working in a process support function, ideally in a consultancy	X	
Experience in leading successful business pursuits of significant size	X	
Experience of working in international development and/or with Governments	X	
Experience collating technical and commercial inputs from diverse sources with a demonstrable capability to create a clear and coordinated output/message	X	
Experience of successfully line-managing high-performing teams	X	
Experience working in project management	X	
Experience in Trade and Investment		X
Abilities & skills		
Strong line-management	X	
Strong strategy development and bid management	X	
Excellent written and verbal communication	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Excellent organisational skills and the ability to multi-task under tight deadlines	X	
Good attention to detail and ability to carry out finance, contractual and administrative tasks with discretion and exceptional accuracy	X	
Solid decision making and justification	X	
Coaching and Mentorship skills		X
Co-operative and supportive team player	X	
Personal:		
Close attention to detail and ability to articulate guidelines and changes clearly and effectively	X	
Neat and logical approach to working	X	
Excellent and open work ethic and ability to prioritise effectively	X	
Approachable and open to new ideas and suggestions	X	

IMC Competency Framework: Associate Director, Trade, Prosperity & Projects

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