



Regional Manager – Global Programmes

IMC Grade:

Regional Manager – Principal Consultant

Responsible to:

Director – Global Programmes Team

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The Role

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

Have you been working in international development consultancy and are now looking for your next career move?

Do you want the opportunity to build and manage a portfolio of high-impact programmes?

Do you have experience in research management and/or experience in business development in South and Central America?

We are looking for an exceptional individual to join IMC as Regional Manager and lead the Global Programmes team in driving the business forward and delivering the programme of work. We are particularly interested in applicants with experience in research management and/or experience in business development in South and Central America.

The Global Programmes team designs and manages multi-regional international development programmes. Our portfolio consists of programmes that operate in more than one IMC region or in new ones such as South and Central America; and across a wide range of subject areas including entrepreneurship, innovation, technology, climate change, conflict, gender, energy, transport, agriculture and trade.

DFID is our main client, with a majority share of the Global Programmes total portfolio value. However, we are also delivering a number of smaller contracts for other clients including FCO, CSSF, ADB and private sector organisations.

Main responsibilities

- Take responsibility for developing and implementing the Global Programmes strategy (including Latin America). You will have a high degree of autonomy and flexibility under the guidance of the Director for Global Programmes.
- Build appropriate networks and partnerships to grow the portfolio
- Work with IMC's technical streams to identify Global Programmes opportunities
- Plan, identify and mobilise the resources needed for Global Programmes business development and project operations
- Lead, and oversee the coordination of the preparation of project expressions of interest (EOIs) and proposals to a high standard and to tight deadlines
- Negotiate proposal budgets and consultant fee rates with partner firms and consultants, and prepare financial proposals
- Coordinate and administer the day to day marketing, business development and project implementation operations in the Global Programmes team. This includes the pipeline of opportunities, project and business development reporting, invoicing, chasing debtors, resolving difficulties, project support, etc.
- Oversee and support the management of projects and consultant teams from the UK office, ensuring the successful delivery of the project to time and budget, and to the satisfaction of the client. This includes regular reviews with the project teams ensuring the right resources are in place, management systems and processes are followed, client communications are effective and managing technical back-stopping and quality assurance of project reporting to clients
- Communicate with and manage relationships with senior international specialists, development partner representatives and high-level government officials
- Financial management of projects, including controlling budgets, overseeing earnings statements, managing expenditure, invoicing and payments
- Increase IMC's specialist consultant CV pool
- Ensure business development, CV and project reference databases are maintained
- When necessary, attend and actively participate in management meetings and report on the business activities in the Global Programmes team
- Undertake fee earning work in the UK and overseas as appropriate
- Meet the [quality standards](#) of the company and of the development partners, our 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

Team Environment

You will join the small and friendly team working to both grow and deliver the IMC Global Programmes Portfolio; managing complex multi-year projects with multiple partners across the globe.

The working environment is informal and creative, but we are uncompromising on the quality of work we deliver to clients. In return, you will have the opportunity to develop your skills and grow with the business.

The working environment is friendly, informal and creative, and we work hard to deliver only the best quality of work to our clients.

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.

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.

There will be the requirement to travel overseas with this role on a regular basis.

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, private medical insurance, company contributory pension scheme and cycle to work scheme.

IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.

**Closing date for applications is
15 February 2019**

**Applications will be reviewed on
an on-going basis, please apply as
soon as possible.**

PERSON SPECIFICATION: UK-based Regional Manager – Global Programmes Team

	Essential	Desirable
Qualifications, understanding & training:		
Degree qualification	X	
Master's degree		X
Experience:		
Experience of working in international development	X	
Experience of managing large programmes and projects	X	
Experience of working in a consultancy	X	
Experience in working with government and donor agencies, stakeholders and decision makers	X	
Experience in leading the preparation of donor-funded project tenders and proposals	X	
Experience in procurement management	X	
Significant leadership, management and business development experience	X	
Experience in research management		X
Business development experience and networks in South and Central America		X
Abilities & skills:		
Confident leadership and influencing skills	X	
Good negotiation skills	X	
Excellent communication and interpersonal skills	X	
Good team work skills	X	
Good attention to detail	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	
Confidence and enthusiasm	X	
Co-operative and supportive team player	X	
Excellent written and verbal communication skills	X	
Spanish language skills desirable		X
Ability to coach, mentor and build capacity	X	
Ability to continue self-development and growth	X	
Personal:		
Self-motivated, flexible, driven and determined	X	
Commitment to IMC's objectives, ethics, values and Equalities and Diversity policy	X	
Excellent work ethic and ability to lead by example	X	

IMC Competency Framework: UK-based Regional Manager – Global Programmes Team

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 and 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