Job Description

Job Title: Lead Training Consultant
Location: Drummond House, 89 High Street, Hurstpierpoint, West Sussex
Responsible to: Managing Director

Purpose of the role:
To be responsible for Project Management (Planning, Implementation, Monitoring and Evaluation) account management – leading on proposal-writing, bidding and ongoing client account management and business development, carrying out training and consultancy work and chairing the IMA Project Management Group.

Specific Skills, Knowledge and Experience required:

Essential:

- Experience in a line management role which forms the basis of a significant level of expertise in Project Planning, implementation, M&E systems, Results Based M&E.
- A Master’s Degree in a relevant discipline
- Experience of training in M&E, RBM&E etc.
- Prepared to travel overseas on a regular basis
- Commercial Acumen
- Previous experience of preparing commercial proposals to diverse international donor agencies (preferably UN, EC, DFID) including budget preparation
- A commitment to lifelong learning
- Experience in the developing world
- Strong interpersonal, presentation and pitching skills
- A good team player accustomed to working effectively with both teams and individuals.
- Competent IT skills

Desirable:

- Experience of winning bids for training and consultancy
- Expertise in developing and implementing a specific area within the International Development field
- Experience of working internationally and with multi-cultural teams.
- Experience of designing and running training programmes within the International Development sector
- Competence in one or more foreign languages
Duties and Responsibilities:

Account Management
Leading on new business development and bringing in repeat business in Project Management.

- Ensuring all Project Management Group bids are of the highest quality and include the latest thinking in Project management and specifically M&E training.
- Coordinating the work of external consultants as required in order to support this work.

Providing Training and Consultancy Services
- Providing consulting and training services to clients worldwide in order to maintain involvement in implementation within our client organisations.
- To manage the production of course materials for Tailor-Made Training as required by clients and for the Scheduled Courses programme.
- Identifying and coordinating the work of external consultants in order to support this process.

Leading the Project Management Group
- Chairing the Project Management Group and taking responsibility for designing and implementing the Project Management Action Plan with other members of the team.
- Preparing annual Project Management Group Budget with team

General Duties
- To attend and participate in the quarterly management meetings
- To keep up-to-date with professional research and knowledge and share best practice across the team to support the team ethos of continuous development and review
- To action internal audits as required
- To uphold the Company’s Health & Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.
- To uphold and carry out the duties of the post with due regard to the Company’s Equal Opportunities and Dignity at Work Policy

The list of duties set out in this Job Description should not be regarded as exclusive or exhaustive. Please note that the Company reserves the right to update your Job Description from time to time to reflect changes in, or to, your job. You will be consulted about any proposed changes.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment, you may be required to undertake various other duties as may reasonably be required.

Any Special Conditions:
During courses held in the UK, all staff are expected to participate, as required, in social events, announcements, visit co-ordination, administration and welfare of course participants.

This role includes some International Travel
Person Specification

Education, Qualifications and Training

Essential:
- Master's Degree in a relevant discipline.

Job-related Knowledge

Essential:
- Commercial Acumen
- Sound knowledge and understanding of preparing commercial proposals and budgets
- Good understanding of International Development
- A commitment to lifelong learning
- Good working knowledge of Microsoft software packages

Desirable:
- Expertise in developing and implementing a specific area within the Project Management field

Skills and Abilities

Essential:
- Strong interpersonal, presentation and pitching skills.
- A good team player accustomed to working effectively with both teams and individuals.
- The ability to prepare commercial proposals and budgets for international agencies
- The ability to manage international projects including contracting and invoicing
- The ability to build and maintain positive relationships with all key clients, partners and stakeholders
- The ability to collaborate and work effectively with partners and key stakeholders
- The ability to prioritise tasks, produce accurate work, meet tight deadlines and work within agreed budgets
- Sound written and oral communication skills including the ability to write proposals and reports
- The ability to manage a small team
- The ability to use and apply software packages; Salesforce, Microsoft Excel, Word, Outlook, Power Point and Adobe Acrobat

Desirable:
- Competence in one or more foreign languages.
Experience

Essential:
- Experience in a line management role which forms the basis of a significant level of expertise
- Experience of working overseas, particularly in the developing world
- Experience of designing and delivering training in M&E, RBME etc

Desirable:
- Experience of winning bids for M&E, RBME training and consultancy.
- Experience of working internationally and with multi-cultural teams.
- Experience of designing and running training programmes within the International Development sector.

Any other requirements

Essential:
- Prepared to travel overseas on a regular basis.