Job profile

CONSULTANCY CO-ORDINATOR

Practical Action
ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We do things differently, so answers that start small can grow big – bringing people together in bold collaborations, combining knowledge and innovation to help shape a world that works better for everyone.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world’s toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

HOW WE WORK

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: Demonstrate, Learn and Inspire.
  - Demonstrate that our solutions are sustainable in the real world
  - Learn by capturing evidence and adapting our approach
  - Inspire wider support to multiply our impact.

OUR ORGANISATION

Practical Action is an unconventional, multi-disciplinary, change-making organisation
• A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.

• A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.

• A well-respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

### JOB DESCRIPTION AND PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Title</th>
<th>Consultancy Co-Ordinator</th>
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<tbody>
<tr>
<td>Salary range</td>
<td>FTE £29,885 – £30,853</td>
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<tr>
<td>Reporting to</td>
<td>Managing Director of PAC International</td>
</tr>
<tr>
<td>Direct reports</td>
<td>None</td>
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<tr>
<td>Financial scope</td>
<td>None</td>
</tr>
<tr>
<td>Location</td>
<td>Rugby, UK (flexible/agile working arrangements possible)</td>
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<tr>
<td>Duration</td>
<td>Fixed Term, part-time – up to 5 months maximum (up to 3 days per week)</td>
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<tr>
<td>Travel</td>
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### ABOUT THIS ROLE

**Scope**

Practical Action Consulting (PAC) is the dynamic consulting arm of the International NGO, Practical Action. With the strong foundation of lessons, technologies and knowledge generated from Practical Action’s work: PAC provides demand-driven, value-added services to a range of clients — including donor agencies, government departments and the private sector. We work with and for the world’s poorest people, helping communities build on their skills and knowledge to assist them in developing more secure lives.

PAC International is the UK-based PAC office and its portfolio of projects covers a range of key issues facing today’s world, such as Energy Access; Disaster Risk Reduction/Climate and Resilience; Sustainable and Inclusive Agriculture Markets.

The Consultancy Co-Ordinator is a critical role in the team: ensuring the smooth running and co-ordination of the team on a day-to-day basis, enabling them to respond swiftly to an ever-changing work agenda.

You will build strong effective working relationships with technical teams and provide business development, administrative and project delivery support to a level that actively contributes to the PAC strategic business plan.

You will provide business intelligence to technical teams and support on business development activities. The role will co-ordinate technical teams/consultants towards the
production of high quality technical and financial bids and proposals, as well as provide demand-driven support to key consultancy project delivery.

You will also be the communications/marketing focal point for the team: being involved in various communication activities to share our knowledge and experience with both internal and external audiences.

As the consultancy coordinator you will be responsible for providing high level confidential support to the Managing Director in their role as Head of PAC International; leading on selected activities that support the effective delivery of the PAC International Business Plan and in engagement with PAC Global consultancy leads/teams.

This role will provide you with varied experience in all aspects of project management, business development and communications, allowing the right candidate to develop the role to suit their interests and personal strengths to achieve PAC’s strategic ambitions as well as their own.

You will have opportunities to, and will be encouraged to, develop your knowledge, skills and expertise in one or more of our technical areas and/or operational areas (e.g. marketing). This will include opportunities to participate and support technical project delivery inputs when required.

Key Working Relationships

- Reporting into the Managing Director of PAC International you will have regular engagement with PAC SMT and PAC Global Leads

- Provision of daily support to the PAC International technical teams to co-ordinate business development activities and project delivery inputs as required.

- Regular engagement with Practical Action and Practical Action Consulting Global colleagues ensuring cross-learning and keeping abreast of wider operational and other relevant issues

- Regular engagement with Practical Action UK Finance, People & Culture, Marketing and Fundraising teams to ensure alignment, peer to peer learning and process improvement

- You will work closely with the technical advisor in the area/s of your choice to provide technical inputs on projects.

JOB FUNCTIONS AND ACCOUNTABILITIES

Provide Project Delivery Support

- To provide demand-driven support to aid project delivery including but not limited to:
  - Providing backstopping support to project managers
  - Providing support in preparing project sales invoices and processing subcontractor Invoices
  - Assisting in co-ordination of project meetings and workshops
  - Resourcing experts and supply partners
  - Supporting technical inputs as required to existing projects

- To provide PAC International project managers support in responding to compliance
requirements from clients/donors for existing and new contracts.

**Provide Business Development Support**

- Working across PAC technical teams you will be responsible for gathering, interpreting and sharing business intelligence. Identifying key funders and opportunities that will support PAC’s contribution to the organisation’s strategic priorities in Energy Access, Disaster Risk Reduction/Climate and Resilience and Agriculture & Markets.
- Working with technical teams you will support and co-ordinate the development of high quality, innovative proposals.
- You will co-ordinate the sourcing and building of a strong network of associate consultants and partners (international and local consultants, researchers, academics, technical specialists) in PAC’s thematic areas, to support delivery and expansion of our portfolio.

**Support to PAC Senior Management Team**

- Provide high level confidential support to the Managing Director in fulfilling their role as Head of PAC International.
- To support the Managing Director in fulfilling their role of external and internal profiling and strategic engagement.
- To co-ordinate key management meetings including but not limited to PAC International SMT and PAC Global meetings.
- To lead the co-ordination of PAC International quarterly Board meetings. Including: coordination of key papers and reports for presentation; recording of minutes and working closely with Board Directors, the Company Secretary and Chair to progress follow-up actions.
- Contribute to quarterly KPI Reports and co-ordinating inputs from wider team.
- Monitor the Project and Awards Management System and project tracking reports to ensure oversight of entire team portfolio.
- Co-ordinate team meetings, away days and other meetings/events as required.
- To provide a comprehensive administrative service to the PAC International team as required.

**Marketing and Communications Support**

- As the communications/marketing Focal Point for PAC International you will be responsible for creating and sourcing engaging content tailored for our target audiences. You will promote our work through various social media platforms and our website.

- You will work with technical teams and external suppliers to co-ordinate the design and development of engaging print media such as capability statements and propositional documents as required.

**PERSON PROFILE**

To be successful in the role, the ideal candidate will be able to demonstrate:

**Experience, Knowledge and Skills**

- Existing experience in international development and working in a consultancy setting, or in a related environment; or a strong interest and enthusiasm to learn?
- Willingness and ability to work dynamically and flexibly across a wide range of issues and activities, according to shifting needs and priorities of a busy team
• A good communicator who is resilient and adaptable to a varied busy work agenda.
• Excellent communication skills and proven ability to build and maintain strong relationships and networks
• Excellent collaboration skills - including working in a complex environment, remote working, working with people from diverse backgrounds and working with multiple teams
• Possesses strong organisational skills with ability to take a systematised efficient approach within a fast-moving environment
• Ability to manage multiple responsibilities and set priorities
• Self-motivation, commitment and interest in Practical Action’s aim of putting ingenious ideas to work so people in poverty can change their world.
• Proficient in Microsoft Office suite (Word, Excel, PowerPoint), Adobe Acrobat Pro and web-based design platforms (including WordPress)
• Excellent English and written and oral communication skills, with the ability to communicate with people from a wide variety of backgrounds.
• Personal interest in one or more of PAC technical areas with the desire and drive to expand technical expertise would be an asset.