

Job title: Senior Consultant

Reporting line: Unit Head, Research and Consulting team

Purpose of job:

To advise funders and charities on how they can increase their impact, and to design and manage research projects that help the charity sector become more effective. Senior consultants play a leading role in securing client briefs, delivering client and research projects, and contributing to the development of NPC's skills and knowledge.

Main duties:

Manage client and research projects:

- Scope and manage a range of client briefs, to include: developing project plans, defining objectives, allocating tasks, and delivering work to time, budget and quality standards.
- Manage client relationships, taking responsibility for all interactions with the client to ensure our work always reflects the client's needs and meets expectations.
- Design and manage research projects that provide information, ideas and recommendations that will enhance the effectiveness of the charity sector.
- Coordinate with other parts of NPC to ensure that client and research projects have the maximum impact for the client/research funder, the sector, and NPC.
- As a project manager, review the success of the project and monitor its impact.

Business development:

- Lead the sales process for client work, including initial meetings, identifying how NPC could help the client, developing a proposal, and finalising negotiations to sale.
- Help to identify and secure funding opportunities for research projects.
- Contribute to building NPC's external profile through developing external relationships in the charity sector and sharing specialist knowledge as appropriate.

Support the development of the research and consulting team:

- Take responsibility for developing elements of the team's knowledge and methodologies as appropriate.
- Coach less experienced staff members and share specialist knowledge across NPC.
- Line manage as required, other members of the team.
- Contribute to other projects and tasks across NPC as needed and as appropriate.

Key skills and competencies:

- four years, or more, of relevant experience in consulting, professional services, public policy, grant making or the third sector. This experience should be in a role that involves managing clients and acquiring new business or generating research funding. Experience of managing multiple client projects at one time is desirable.
- excellent research and analysis skills;

- excellent communication skills: the ability to develop and deliver compelling presentations, to be robust and influential in discussions, and to write in a clear and engaging manner;
- ability to coach and line manage others, if required;
- solid understanding of the voluntary sector, current trends and challenges desirable; and
- a passion for working in a not-for-profit environment, and for achieving NPC's vision of more effective charities and funders.
- Specific specialist skills as appropriate.