

Job title: Senior Consultant

Reporting line: Unit Head or Deputy Unit Head, Research and Consulting team

Purpose of job

NPC's Research and Consulting team works to improve the effectiveness of charities and funders through producing research and delivering consulting work. Senior Consultants play a leading role in securing client briefs or Think Tank funding, leading delivery of client and research projects, and contributing to the development of NPC's skills and knowledge. They work with people from across NPC to secure, deliver, disseminate and promote our work.

Main duties

Manage client and research projects

- 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 interactions with the client to ensure our work reflects the client's needs and meets expectations.
- Lead on planning and structuring research and analysis in response to a brief, and the high quality delivery of this.
- 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, including the Communications team, to ensure that client and research projects have the maximum impact for the client/research funder, the sector, and NPC.
- Review the success of projects and their impact.

Business development

- Lead the sales process for client work, including identifying prospects, 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 and Think Tank 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 NPC's thinking, methodologies, products and services. This includes providing thought leadership and engaging in sector debates.
- Coach less experienced staff members and share specialist knowledge across NPC.
- Line manage other members of the team, as required.
- Contribute to other projects and tasks across NPC as needed.

Key skills and competencies

- Graduate degree 2:1 or equivalent.
- Four years or more of relevant experience in consulting, professional services, public policy, grant making or the third sector, including managing clients and acquiring new business or generating research funding.
- 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.
- Excellent project management skills. Experience of managing multiple projects at one time is desirable.
- Line management or supervisory experience.
- Effective team worker, who can also work independently when needed.
- Solid understanding of the voluntary sector, current trends and challenges is desirable.
- A desire to engage in debates relating to the effectiveness of the sector.
- 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.