

Associate Director (Data and Learning)

NPC is looking for an **Associate Director** to lead its busy and innovative **Data & Learning Consulting team** on a full time or part time basis.

NPC is the leading, independent consultancy and think tank for the UK social sector, working with charities, philanthropic funders and policymakers to achieve the greatest possible social impact for the people, places and causes that need it.

Our Research and Consultancy Department works with some of the leading charities and funders helping them to have greater impact. We have been pioneers of shared measurement, leaders in the use of administration data, as well as champions for the importance of using impact measurement to learn and improve. As the leader of our Data & Learning work, you would be expected to build the vision for where the sector needs to go next, as well as sell and work on projects that put that vision into practice. You will be an expert in impact practice and evaluation. You will lead a team of experienced consultants to develop new products, seek new consulting work, and oversee projects.

The Data & Learning team helps organisations measure the impact of their work and use that learning to change and improve. We provide responsive and tailored support to a range of clients including Diabetes UK, the National Lottery Community Fund, and the Maddox Group.

About the role

The role includes:

- Working with the Data & Learning Team and the Associate Director of the Strategy team to develop a vision for Data and Learning in the charity sector and a business plan that underpins this. This will involve looking at new markets and opportunities, and developing NPC's thinking on data and learning.
- Seeking and winning work for our consultancy and think tank work. This includes proactive business development as well as responding to tenders and pitching for work.
- Leading client projects and managing client relationships, including leading multi-stakeholder projects. This involves working with a team of consultants to ensure that client work meets the objectives.
- Representing NPC within the charity sector. Ensuring that NPC is well known by writing articles and speaking at conferences etc.
- Contributing to NPC's thought leadership. Working with our Think Tank and External Affairs department to develop incisive thought leadership that challenges and supports the social sector.
- Team Management. Work with the Associate Director (Strategy) and the Director of Consulting to manage and develop the people within the Research and Consulting team of 25+, ensure prioritisation of outputs that reflects NPC's strategy, and oversee a programme of strategy training and seminars. The post-holder is a member of the Research and Consulting Management Team.

You will have at least eight years' experience of working in a relevant environment, working in the charity sector, consulting, or professional services. You will have excellent business development, stakeholder management and research and consulting skills.

Based in London. We are open to applicants who wish to work on a full-time or part-time basis, at least 30 hours per week.

Salary: c£48,000 – £60,000 per annum, pro rata, dependent on experience.

How to apply

We are an equal opportunities employer. As part of the application process we ask that you complete an [equal opportunities form](#). Information supplied will be treated in confidence. If you do not wish to complete the equal opportunities form, it will not influence your application in any way.

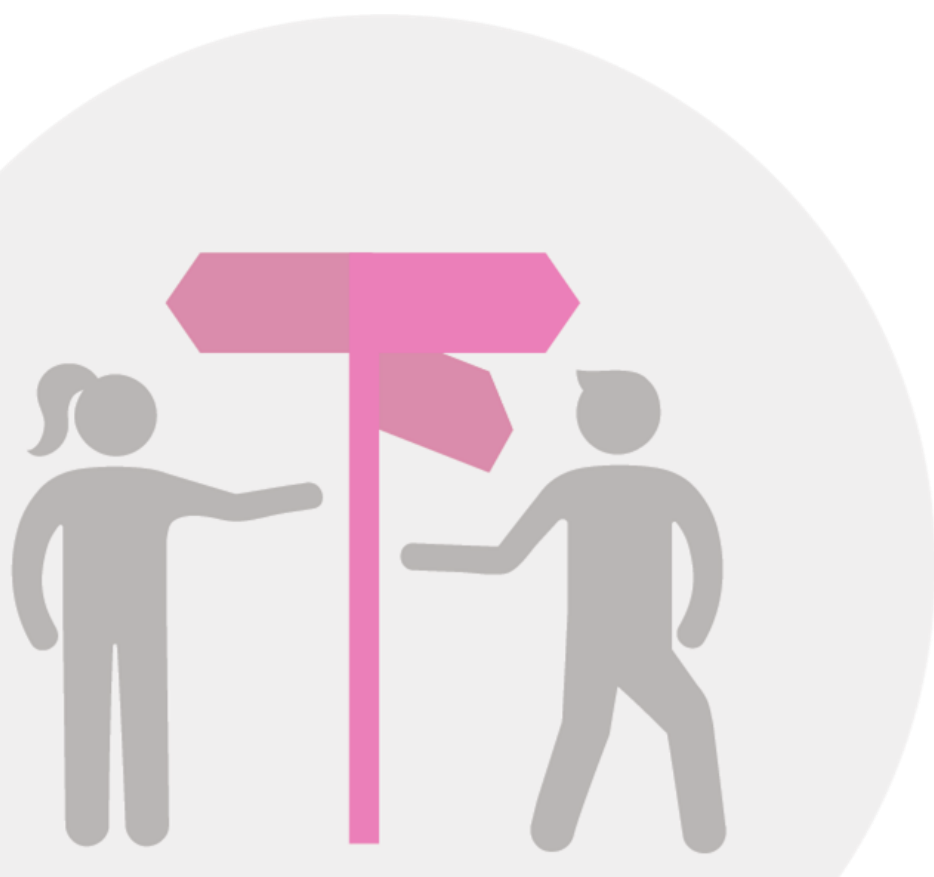
To apply, please send:

- A cover letter (no longer than two sides) that highlights the top 6 attributes that you believe that you would bring to this role.
- Your CV.
- A completed [equal opportunities form](#).

Send your application to recruitment@thinknpc.org before the deadline of 12 noon Monday 23rd March 2020.

Please include the job reference in the subject of your email along with where you saw the job advertisement. If you would like to speak to someone about the role before applying, please email the Director of Consulting, Angela Kail at Angela.Kail@thinkNPC.org. We are committed to improving our diversity, and welcome candidates from a range of backgrounds.

Interviews will take place weeks commencing 30th March and 6th April.



Job description

Job title: Associate Director

Reporting line: Director of Consulting

Purpose of job:

An Associate Director will lead NPC's work to improve the effectiveness of the social sector with a specific focus on Strategy or Data & Learning as agreed with the Director of Consulting. This leadership of work will be delivered through the sale and delivery of client work and funded research projects, and through NPC's thought-leadership and profile in the sector. This post is a member of the Research and Consulting Management Team and of the extended SMT and reports to the Director of Consulting.

Success for the role is:

- generating income from NPC's consulting work and building our work in new markets;
- helping the sector to be more effective; and
- building and delivering on NPC's reputation as a thought-leader.

Main duties:

Strategy and planning

Work with the Director to develop a strategy and annual business plan to enhance the social sector's effectiveness and achieve revenue targets by:

- identifying appropriate products and services, understanding markets (charities, foundations, corporates, government and philanthropists) and research/thought-leadership priorities;
- agreeing a revenue target and how it will be achieved;
- identifying resources and skills required; and
- monitoring progress against the business plan and take action as needed to ensure successful delivery.

Revenue generation: Business development and fundraising

Meet the revenue targets by leading the selling and delivery of NPC's research and consulting services in Strategy or Data & Learning, including:

- identifying target markets and clients and managing NPC's approach to them;
- identifying tender opportunities and managing NPC's bid submissions;
- ensuring timely responses to enquiries and other new business opportunities;
- ensuring that proposals submitted are high quality and well thought through; and
- supporting others in the team to sell work to clients.



Work with others to secure funding for think-tank projects, including:

- identifying potential sources of funding for think-tank projects; and
- developing proposals for the projects and helping to secure funding.

Build the profile and understanding of NPC's services and research through:

- working with the Think Tank and External Affairs team to develop marketing materials; and
- raising the profile of NPC 's work in the sector through blogs, publications, public speaking.

Project delivery

Take responsibility for the delivery and quality of NPC's client and research projects for Strategy or Data & Learning, including:

- ensuring that consulting and research projects are high quality, meet client needs and expectations, and are delivered to time and budget;
- resourcing projects appropriately and managing changes in resourcing needs as needed;
- acting as a sponsor for projects;
- ensuring that NPC processes are followed for project delivery (for example, project management, time reporting, impact reporting); and
- identifying and resolving issues that arise with client or research projects.

NPC profile and relationships within the sector

Lead on building NPC's profile on Strategy or Data & Learning through:

- developing relationships with key individuals in the sector including corporates and impact investors;
- working with others across the organisation to promote NPC's work; and
- representing NPC including at conferences, events and in the media.

Internal management

Support the Director to manage the Research and Consulting team effectively through:

- inputting to resourcing decisions to ensure staff are utilised appropriately and efficiently;
- taking on staff development responsibilities including line management, recruitment, induction;
- building the skills of the team;
- inputting to processes for performance management and staff development; and
- working with the Principals to develop the Research and Consulting business plan.

Other tasks

Take on other tasks as required and appropriate.



Key skills and competencies:

Essential

- At least eight years' experience in a relevant role in the social sector, government or a consultancy.
- Strong experience of delivering and managing quality research and consulting work.
- Experience of developing a strategy and execute a business plan including identifying client needs, products or services, and routes to market.
- Demonstrated ability to develop thought-leadership in an area.
- Experience and success in identifying new business opportunities, managing a pipeline and delivering against a sales target.
- Ability to build excellent external relationships with clients and other sector leaders.
- A passion for working in a not-for-profit environment, and for achieving NPC's vision of a more effective social sector.
- Specialist skills: experience in developing strategy or data, learning or evaluation approaches in the social sector context.

Desirable

- A solid understanding of the voluntary sector, current trends and challenges.
- Excellent organisational and project management skills.
- Initiative and ability to work independently.
- Experience of managing others.
- Ability to foster a strong team spirit.
- Confident, proactive attitude and flexible approach that combines energy, enthusiasm and a willingness to learn.
- Ability to communicate effectively, both internally and externally, orally and in writing.

