

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 improve the measurement of 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 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 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:

- relevant lived experience, personal or professional in consulting, research, 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.
- knowledge or experience of evaluation;

- excellent research and analysis skills including the analysis and presentation of quantitative data;
- 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.

Salary circa £35,000 plus benefits