



## **JOB DESCRIPTION**

**Post title:**           **Consultant**

**Salary band:**       **Starting at £26,700 per annum**

**Hours:**             **Full time**

**Reports to:**       **Senior Consultant**

**Base:**              **London** (The post holder will be expected to spend a portion of their time at client sites with travel both within the UK and internationally).

**Manages:**         N/A

**Liases with:**     Senior Management Team, Staff, External stakeholders, Funders, Delivery Partners and Clients

### **Job Purpose:**

#### **Want to help scale up some of the best innovations to social problems?**

Spring Impact is supporting the world's best social sector organisations to scale up their impact. If you're drawn to working to tackle a range of the world's problems, from supporting the NHS to better scale innovation or enabling refugee children to access education and development services, we may be the place for you.

As a Consultant, you will proactively support our Senior Consultants and Managing Consultants to ensure effective engagement with clients. You will work across a diverse portfolio of mainly national and some international projects, across sectors from healthcare and homelessness to education and humanitarian aid; typically working on 3-4 client projects at once.

As we work collaboratively with our clients and really take the time to get to know them; you will have the opportunity to travel across the UK and internationally to meet them wherever they are based. As part of the client team, you will apply your critical thinking and problem-solving skills to help our clients determine how they can best scale their impact.

### **Responsibilities:**

- Work in project teams alongside a Spring Impact Senior Consultant or Managing Consultant. Consultants typically:
  - Contribute to shaping the strategic direction of projects and recommendations to clients
  - Prepare and facilitate sections of workshops with clients
  - Draft reports and other deliverables for clients and internal use



- Develop financial models
- Provide analysis of information to serve project objectives and outcomes
- Conduct some desk-based research, interviews and focus groups with clients, stakeholders and their beneficiaries
- Coordinate project logistics
- Support with internal activities that contribute to Spring Impact's overall mission and strategy:
  - Contribute to the development of the organisation by participating in internal projects to improve our M&E, develop our external communications or update our methodology
  - Develop proposals for new and existing clients
  - Write blogs or attend conferences
- Provide organisational support as a member of the Spring Impact team, including some administrative tasks

The above role description can be modified to cover more complex tasks/ further responsibility, so if you have experience that you think may be helpful, please do let us know.

## **General**

This is not an exhaustive list of duties and responsibilities and the post holder may be required to carry out other tasks commensurate with the general level of responsibility of the Consultant role, in discussion with the Directors and CEO.

This job description will be reviewed regularly in the light of changing business requirements and any such changes will be discussed with the postholder

The post holder is expected to comply with all relevant Spring Impact policies, procedures and guidelines, including those relating to Equal Opportunities and Confidentiality of Information.

The post holder is responsible for ensuring that the work they undertake is conducted in a manner which is safe to themselves, and for adhering to the advice and instructions on health and safety matters.

Equal opportunities – it is the policy of Spring Impact to ensure that no employee, past, present or future, or job applicant, or client, receives less favourable treatment on the grounds of their age, disability, gender, marital and civil partnership status, race, religion, belief, sexual orientation.

## PERSON SPECIFICATION

AREA	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Qualifications</b>		
	Educated to degree level or equivalent	
<b>Experience</b>		
	Developing reports, either synthesising research and/or providing recommendations for an action	
	Working in a team, having distinct roles and responsibilities and contributing to a broader objective	Previous experience of working on distinct projects, having gone through different stages of a project lifecycle
	Working to deadlines	Managing multiple deadlines and activities simultaneously
	Working in an office environment and in a non-academic context with clear responsibilities	Previous consulting experience
		Presentation of information - whether in internal team meetings, or with external stakeholders
<b>Knowledge</b>		
Spring Impact	Understands Spring Impact's mission, purpose and can explain what attracted candidate to organisation and role	
Social sector	Understanding of the social sector, developed through work experience or volunteering	
Strategy process		Exposure to a strategy development process
Scale		Knowledge on scaling or replication
Financial Modelling		Exposure to financial modelling or budgeting

Skills		
Analytical thinking	Interprets complex and vague sets of information; can identify gaps in information or create/clarify assumptions to take action	
Achievement focus	Sets own priorities and can adjust within own area of responsibility; understands implications of own actions	
Communication	Speaks clearly and confidently about the subject matter in an engaging way for audience	
Teamwork	Assumes accountability for work delegated to and from others	
Client focus	Brings together aspects of a trend/policy into a picture for others to understand	
Emotional intelligence	Maintains objectivity when own opinions are challenged by peers or stakeholders	
Influencing	Uses compelling argumentation to convey conclusions and ideas, understands others' complex motivations/concerns	
Developing talent	Continually acquires and applies new knowledge and learning to improve job performance	
Physical skills	Use of MS Office (word, PowerPoint, Excel) or equivalent software.	
Key Competencies		
Personal motivation	Demonstrates a genuine interest in, and passion for, the social sector	Able to cite examples of why scaling impact is important to them