



JOB DESCRIPTION

Post title:	Consultant
Salary band:	Starting at £26,700 per annum
Hours:	Full time, 40 hours (with option for part time with minimum 3 days a week. Please state preference on applying)
Reports to:	Senior Consultant
Base:	The Hoxton, Southwark (40 Blackfriars Rd, South Bank, London SE1 8NY)
Manages:	N/A
Liaises with:	Senior Management Team, 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. However, due to Covid-19 we have suspended all travel and have been working remotely since March 2020. This is subject to continuous review as government guidelines and the situation around Covid-19 changes. 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
 - Conduct some desk-based research, interviews and focus groups with clients, stakeholders and their beneficiaries
 - Coordinate project logistics
- Work independently to produce materials such as reports and presentations for clients and other staff members
- 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 such as improving our Monitoring & Evaluation, developing our external communications or updating 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

As Spring Impact is a small team, often all staff members support on other ad hoc tasks as needed and so there may be some responsibilities that fall outside of this description.

Deadline and Interview dates

Deadline for application: **5pm, Wednesday 26 May 2021**

Shortlisted candidates will be invited for a short telephone interview, taking place the week commencing Monday 7 June 2021.

A smaller shortlist will then be invited to a final interview taking place on Monday 14 and Tuesday 15 June 2021.

Please keep these dates free and be aware that there will be a short notice period before each interview.

Our values

Spring Impact understands that in order to provide the best possible advice to our diverse client base across a wide range of sectors, we are strongest when our team has a variety of experience, expertise, and insights to draw from. For us, diversity isn't merely a strategy: it's an essential part of our organisational success. We are committed to ensuring that Spring Impact is representative of our society at large, and is an inclusive environment for all, regardless of race, gender identity, sexual orientation, religion, and socioeconomic background.

Flexible working

Because we understand that an office-based 9-to-5 will not suit everyone, staff at Spring Impact are encouraged to make use of our generous flexible working policy. Wherever possible we aim to give each person responsibility to choose when and where they work, and to find the right balance between office-based and home working. We are also happy to discuss further accommodations you may require to fulfil this role.

We are open to hearing from candidates that would prefer a part-time role, as long as the candidate is able to work at least 3 days a week.

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.

Safer Recruitment Practices for COVID-19

We know there are many challenges with recruiting staff during the COVID-19 pandemic. Being unable to meet candidates in person, needing to recruit new staff in a timely manner presents its own challenges. Spring Impact have adjusted its recruitment practices to ensure the safety of candidates and our staff whilst adhering to Government guidelines. To keep you fully updated throughout the recruitment process, we will:

- Notify shortlisted candidates of interview or assessments via email or telephone
- Arrange interview using appropriate technology – primarily Zoom
- Notify successful candidate by telephone with confirmation email

However, in the event that it is possible and desirable to do this interview face to face, in order to ensure that candidates face no barriers to attending interview, Spring Impact will reimburse the train fare of anyone travelling from outside of London.

To make an application

You will need existing permission to work in the UK to apply for this role.

To make an application please submit a written application to jobs@springimpact.org using the subject line 'UK – Consultant', carefully following our guidance below.

The written application should include:

- An email / cover note, detailing:
 - Which role you are applying for
 - How you heard about the job
 - When you would be available to start
 - Whether you are interested in a part time role (if so, how many days)
 - Whether you require any reasonable adjustments in the interview process (including details)
 - Confirm that you have the right to work in the UK
 - Confirm that you have a degree and which institution this was from (this is for due diligence purposes, the recruiters will not see this information)
- A supporting statement of **no more than 500 words**, demonstrating:
 - Your understanding of Spring Impact's mission and what, therefore, attracts you to the organisation
 - The respects in which your skills, knowledge and experience are a good fit for the role, with specific reference to the Job Description and Person Specification

Please note: We are committed to diversity and want to reduce room for unconscious bias in our recruitment processes. Therefore, please **do not** submit a CV and **do not** include your name or university attended in your supporting statement.

We aim to keep our recruitment processes as fair and open as possible. We are therefore unable to meet with potential candidates before interview. If you have any questions about specific

elements of the application process, please direct your enquiries to jobs@springimpact.org using the subject line 'UK – Consultant'.



Please note that the job offer will be subject to references.

PERSON SPECIFICATION



AREA	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	Method of Assessment Application, telephone, face-to-face, interview, case study
Qualifications			
	Educated to degree level or equivalent		Application
Experience			
	Developing reports, either synthesising research and/or providing recommendations for an action		Application
	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	Application
	Working to deadlines	Managing multiple deadlines and activities simultaneously	Application
	Working in an office environment and in a non-academic context with clear responsibilities	Previous consulting experience	Application
		Presentation of information - whether in internal team meetings, or with external stakeholders	Interview
Skills			
Analytical thinking	Interprets complex and vague sets of information; can identify gaps in		Task

	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		Interview
Communication	Speaks clearly and confidently about the subject matter in an engaging way for audience		Telephone, task
Teamwork	Assumes accountability for work delegated to and from others		Application, interview
Client focus	Brings together aspects of a trend/policy into a picture for others to understand		Task, interview
Emotional intelligence	Maintains objectivity when own opinions are challenged by peers or stakeholders		Task, interview
Influencing	Uses compelling argumentation to convey conclusions and ideas, understands others' complex motivations/concerns		Task, interview
Developing talent	Continually acquires and applies new knowledge and learning to improve job performance		Interview
Physical skills	Use of MS Office (word, PowerPoint, Excel) or equivalent software.		Application
Knowledge			
Spring Impact	Understands Spring Impact's mission, purpose and can explain what attracted candidate to organisation and role		Application, telephone

Social sector	Understanding of the social sector, developed through work experience or volunteering		Application, telephone
Scale		Knowledge of scaling or replication	Interview
Strategy process		Exposure to a strategy development process	Interview
Other			
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	Application, telephone, interview