

Management Consultant

We'd love you to join us in making the world a better place

Thank you for getting as far as this. If you've downloaded the role profile we guess you must be serious about applying for the job we've advertised. We'd love you to join us in our mission to transform the performance of value-driven organisations worldwide.

The attached role profile gives you a formal sense of what we're looking for in one specific part of our expanding, socially committed business. For more information about =mc's mission, vision, and values visit www.managementcentre.co.uk/pages/mission_vision_values.html.



You don't need to be a management trainer or consultant at the moment. We are interested in smart adaptable individuals with an interest in management who are good communicators and able to build rapport with groups and individuals.

We **do** need you to share a commitment to making the world a better place.

About our customers

We're clear the very best thing about =mc is the kind of people you get to work with. We offer the chance to work with some of the UK's most exciting and challenging organisations. This includes high profile charities like the British Red Cross, Fairtrade Foundation, and Alzheimer's Society. We're also proud to help improve the work of many public bodies from Canterbury City Council to the GLA and the London Olympics. Internationally we work with many leading INGOs from UNICEF to Concern Worldwide, and UNAIDS to Amnesty International. Finally, we also work with cultural organisations such as Imperial War Museum, Tate, and National Trust for Scotland.

=mc is currently a team of 20 people in the UK, making us the largest consultancy for not-for-profits in Europe. And we plan to grow, despite the recession, in response to continuing customer demand.

Part of our growth is international. We have partner companies in the USA, Brazil, Mexico, Asia, Australasia and the Middle East. Visit www.managementcentre.co.uk/pages/partners_international.html for more information.

We offer competitive base salaries for the sector plus what we believe is the most generous advance profit and profit share scheme in the market. We're keen that everyone shares in =mc's success.

Our current structure and how you'd fit in



We're expanding our management consultancy work and need more people to contribute to our success.

=mc is committed to growing in the next 12-18 months. To enjoy working here you'd have to be comfortable in a fast moving innovative organisation where individual responsibility for results is high. We work in three teams: management training, management consultancy and fundraising consultancy. Each team is headed by a

Principal with a mixture of senior consultants and consultants working to them.

About your development

We need you to bring your skills, ability and experience to **=mc**. But we're committed to offering:

- A major investment in your training and development to help you take on demanding assignments
- The chance to work alongside and learn from some outstanding colleagues and to share your skills with them
- Access to **=mc**'s learning resources and significant in-house coaching to help you get up to speed on the latest thinking

To learn more about **=mc**'s formal development strategies visit www.managementcentre.co.uk/pages/training_development.html.

About =mc's management consultancy business

=mc's consultancy business is unique. We only deliver work through our own consultants and have no 'associates'.

We do this mostly because we've developed a number of proprietary technologies and approaches we share among ourselves, and partly because we believe that we can only maintain high quality by managing our time and energies. You'd be expected to help us contribute to this effective business model. You'd also be expected to contribute to our intellectual property. The post involves some travel and on site work with customers.

But we are flexible. You can opt to work full or part-time.

We focus our offerings on five main areas:

- **Organisational reviews:** e.g. working with the Welsh Consumer Council to restructure
- **Change processes,** for example helping Amnesty International drive change through consultancy, coaching and workshops for their senior team
- **Organisational development,** such as developing a values-led culture at the National Trust for Scotland

- **Strategic planning**, for example developing a five year strategy for UNICEF UK or Sightsavers International
- **Innovation**, such as helping to drive innovation and knowledge management at the NSPCC and RNIB

About the Team

We're currently seeking a consultant to join our management consultancy practice. You would be joining:

Andrea Webb, our Principal Management Consultant. She is =mc's expert charity and government change management. Andrea is currently working on a project for the Cabinet Office.

Ian Vale, a senior consultant. He came to =mc from a background in INGO work with the International Medical Corps. He has worked on a number of high profile jobs, including a post-Tsunami Review for the British Red Cross and helping Médecins sans Frontières integrate organisational planning on a global scale.

David Segal, a senior consultant. He came to =mc from a background in commercial marketing with a number of international companies including Polaroid. He is =mc's knowledge management specialist. He has set up research projects for Sightsavers and Capability Scotland. He has also developed a business modeling process for CRUK and a Balanced Scorecard for the Film Council.

Colette Harvey, a Management Consultant at =mc. Prior to joining =mc, Colette built her experience working for a large consultancy firm in a wide range of different settings including government agencies, private companies and charities. She specialises in strategic planning, change enablement and monitoring and evaluation. She has recently been working on a youth fundraising review for WaterAid and governance and organisation review for Deaf Child Worldwide

Role Profile

Job title:	Management Consultant
Hours:	9.00am-5.30pm while in the office in London. The nature of 'on-site' work is that there is not a fixed working day. There will be some evening work and travel.
Salary:	£30K-£40K a year paid monthly. We operate a quarterly unlimited over target advance profit share system based on delivery. After the first year of employment we offer a discretionary annual profit share scheme.
Probationary period:	Six months from appointment.
Period of notice:	One week either side during probationary period, then eight weeks either side once confirmed in post.
Responsible to:	Principal Management Consultant.
Holidays:	25 days per year (five to be taken during Christmas period) plus public holidays.
Overall Purpose:	To help our customers achieve outstanding results by delivering high quality management consultancy individually and in a team.

Responsibilities

Primary:

- to deliver individually and as part of a team a range of management consultancy, across a number of core offerings – strategic planning, change management, organisational reviews and organisational development

Secondary:

- to share in planning, developing and shaping =mc's consultancy business
- if appropriate, to teach on consultancy-related 'open' and in-house training programmes (e.g. strategic planning, change) or facilitate customer events

Specifically:

- Customer contact
 - to produce analyses, strategies and recommendations in response to customer needs
 - to coach and facilitate members of staff, trustees, and influential individuals associated with =mc's customers to deliver successful outcomes
- Business Development
 - to visit organisations who have requested consultancy to discuss their needs
 - to actively seek business development opportunities with potential customers
 - to prepare written proposals and estimates

- to prepare presentations and pitch for consultancy work
- to represent **=mc** on agreed occasions at meetings conferences and programmes
- to develop and deliver some training for **=mc** in management related topics e.g. strategy, change etc.
- Organisational Development
 - to take an active part in shaping **=mc**'s future
 - to take an active part in developing the consultancy business and profile
 - to coach colleagues in your areas of expertise
 - to work with other staff members as a member of a team

PERSON SPECIFICATION

Management Consultant

	Essential	Desirable
Previous experience & knowledge	<ul style="list-style-type: none"> ● experience of managing customer relationships ● experience of writing/preparing proposals ● experience of making presentations ● understanding trends in contemporary management practice and theory 	<ul style="list-style-type: none"> ● knowledge/experience of working in a consultancy setting ● knowledge/experience of the voluntary/public sector ● knowledge/experience of local authority issues and working practice
Skills	<ul style="list-style-type: none"> ● excellent interpersonal and communication skills – written and spoken ● high level analytical skills ● ability to provide creative and strategic solutions ● excellent customer management skills ● ability to work individually and as part of a team ● ability to prioritise and organise your time 	<ul style="list-style-type: none"> ● skills in helping people identify accurately their needs and meeting them ● ability to prepare and present proposals and pitch for business ● ability to help develop shared working processes
Attitudes	<ul style="list-style-type: none"> ● willingness to acquire new skills ● willingness to learn and adopt =mc material and approaches ● commitment to work both as a member of a team and individually on projects ● strong business and commercial sense ● willingness to work to defined targets ● commitment to =mc's customer care and equal opportunities policies ● commitment to the aims of non-profit organisations ● willingness to work flexibly in a small business environment ● sense of fun and enjoyment in work 	<ul style="list-style-type: none"> ● willingness to share your existing skill set

Circumstances

Work may include up to five consultancy days per week, but generally no more than three. Regular travel to customers – this can involve overnight stays away. Normal consultancy target is 10-15 days per month.

How to apply and our recruitment process

We are currently recruiting for a number of jobs. Please make clear which job(s) you are applying for.

To apply you need two things:

- a C.V. highlighting your relevant transferable experience from your current setting
- a covering letter and statement explaining why you want to join the =mc team and how you would add value to our work

Please email your C.V. and covering letter to careers@managementcentre.co.uk putting the job title in the subject line.

We prefer to receive applications by email.

If you are unable to email your application, please post it to:

The Management Centre
117 Gauden Road
London
SW4 6LE

Or fax it to: +44 (0) 20 7978 2125

Please include an email address and daytime phone number.

Process

We'll reply by email or phone to your application if successful. We will then invite you to:

- a group interview, to help identify your skill sand abilities in groups
- an individual interview, to help highlight your individual abilities