
PRINCIPAL CONSULTANT – ORGANISATIONAL DEVELOPMENT JOB DESCRIPTION



Background

INTRAC is seeking to recruit a new Principal Consultant specialising in Organisational Development (OD).

INTRAC is (as our strapline states) 'for civil society'. We are dedicated to strengthening the effectiveness of civil society across the world to challenge poverty and inequality, empowering people to gain greater control over their own futures.

Founded [nearly 30 years ago](#), we are a not-for-profit organisation ourselves, so feel part of the sector we support. We are funded through a combination of consultancy contracts, training fees and grant funding.

In countries where we work - mostly Africa, Asia, the Middle East and North Africa (MENA), Eastern Europe and Latin America and the Caribbean (LAC) - we seek to strengthen access to sustainable, high quality, organisational and capacity development support for civil society. We also aim to influence policy makers, government regulators, donors and INGOs to improve their civil society-related policies, strategies and practice.

Our work is delivered by a small group of staff with in-depth thematic, regional and methodological expertise, and a pool of INTRAC associates and independent consultants. We deliver diverse consultancies that may range from short-term training and facilitation to long term organisational change processes. Our partners and clients include all types of civil society organisations (CSOs), from grassroots and activist organisations to large international level NGOs, as well as bilateral and multilateral donors, foundations and policy makers.

INTRAC has established itself in the sector as a leading independent innovator, reflector and convenor in debates around civil society organisational development and capacity building. Through our consultancy and research work, we monitor and analyse trends and policies affecting civil society and contribute to joint learning and the development of good practice.

As a consultant focussing on organisational development and capacity building, you will have the opportunity to learn from INTRAC's research, training and consultancy work. You will also be able to contribute to that learning, keeping INTRAC at the forefront of current debates. Through publications, meetings and conferences, you will have a voice and platform to participate in and influence thinking about the future of the sector.

Main Responsibilities

The Principal Consultant's main responsibilities will include:

Consultancy (~ 60%)

- Communicate closely with and develop relationships with existing and potential clients.
- Identify opportunities for consultancy work in the area of OD and capacity building.
- Lead on or support specific INTRAC consultancy bids or proposals. This includes identifying team members (staff or associates) and writing the actual bids.
- Deliver and/or oversee the delivery of specific consultancy contracts.
- Collaborate with external associates on specific initiatives and work closely with colleagues.

Consultancy work this position might carry out includes:

- advising donors/organisations on their capacity development programmes
- facilitating organisational capacity assessments and plans
- carrying out specific CB interventions
- facilitating organisational change processes
- coaching/mentoring particular individuals or groups
- developing other consultants (drawing on INTRAC's [C4C approach](#))
- managing or contributing to capacity development (CD) processes for programmes involving many organisations (e.g. for civil society funds)
- working with consortia, networks and families of multiple civil society organisations.
- carrying out reviews and evaluations of CD programmes
- addressing management, structural and governance issues
- convening learning processes (e.g. communities of practice)

Some INTRAC consultants specialise in particular topics, while others work across the board. In recruiting for this role, we are open to a range of possibilities. Candidates should be able to work on at least some of the above, but will not necessarily be experienced in them all.

Training (~ 20%)

- Identify and help bid for training opportunities.
- Deliver INTRAC's training courses related to OD and capacity building – individually or jointly with others.
- Develop new training content and find innovative ways to deliver training (with others).

Note: INTRAC carries out open (i.e. anyone can apply) face-to-face trainings (mostly in Oxford), tailor-made training for specific clients according to their wishes and online courses for both. If a consultant is unfamiliar with delivering online training, support will be provided by our Training Team and others.

Contribute to the development of INTRAC's portfolio of work and thinking on OD and capacity building (~ 15%)

- Expand our network of potential collaborators in this area including consultants and institutional partners located in the regions and countries where INTRAC is active.
- Monitor and keep up to date on key OD and capacity building debates in the sector, contributing to INTRAC's own development of knowledge. This might include participating in or leading groups of staff and associates to discuss particular issues.
- Identify opportunities for expanding the public profile of INTRAC in OD and capacity building, in collaboration with our Communications and Research (for example with blogs, publications and events).

Other duties (~ 5%)

- Perform other reasonable duties as requested by the line manager.

EXPERIENCE

- At least 10 years' practical experience of working with civil society organisations, preferably including overseas experience (probably in international development).
- An extensive track record on assignments related to organisational development and capacity building (covering at least some of the topics in the earlier box).
- Experience in designing and delivering training related to organisational development and capacity building.
- Understanding of/interest in current debates and literature in organisational and human change.
- Experience of working with different funders, including public and private, would be an advantage.

SKILLS

In particular, we are looking for the following demonstrable skills:

- An excellent listener and communicator.
- A clear, analytical, strategic and creative thinker.
- Able to advise others effectively.
- Training, facilitating, coaching and mentoring skills.
- Strong writing skills (clear, well-structured and accessible).
- Ability to multi-task and work to deadlines.
- Able to lead and collaborate with others as part of a team.
- Fluent English essential.
- A good working knowledge of another language key to INTRAC's wider work such as Arabic, French, Spanish or Portuguese would be an advantage.

ATTITUDES

- Strong commitment to civil society and social justice (in line with INTRAC's values)
- Self-aware, emotionally intelligent and self-assured
- Open to feedback and learning
- Adaptable and flexible
- Cross-culturally sensitive

TERMS AND CONDITIONS

Salary: £44,000 - £55,000 dependent on qualifications and experience.

[Terms and conditions](#) are as stated on INTRAC's website.

1. The minimum general working hours are 37.5 hours a week
2. The post-holder will be required to travel as part of training and consultancy assignments. Although this is dependent on the assignment, on average, this may amount to around 2 assignments per quarter, usually for a one-week period, and occasionally for up to 10 days.
3. This post is subject to a six months' probation period.

INTRAC offers a competitive benefits package, including opt in to INTRAC's pension scheme.

INTRAC strives to be an equal opportunities employer and welcomes applications from all backgrounds. Applications from professionals in the global south are actively encouraged but **you must be eligible to live and work in the UK.**

Application process and deadlines

To apply, you need to send:

- A cover letter (maximum 2 x A4 pages) explaining your interest in the role and why you believe you're the best candidate for it
- Submit your CV (maximum 4 x A4 pages)
- Complete the [application form](#) from INTRAC's website (this is background information about you).
- Complete the [equal opportunities form](#) from INTRAC's website.

Please send applications to info@intrac.org by midnight Sunday 24th November 2019, UK time.

We aim to interview shortlisted candidates the week commencing Monday 2nd December 2019. Ideally this will be face-to-face in our Oxford office, but can be done remotely if necessary. Please note that only shortlisted candidates will be notified. Shortlisted candidates will be asked to submit an example of their written work to the panel ahead of their interview date.