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## Junior Consultant - Job Description



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### Summary

One of INTRAC's core services is consultancies. We have nearly 30 years' expertise and deliver commissioned work in Monitoring, Evaluation and Learning, and Organisational and Capacity Development.

The Junior Consultant has a crucial function in supporting INTRAC's mission. Your role will be to work with the Consultancies team to support the efficient delivery of civil society support programmes, and to provide consultancy and monitoring support to evaluations and organisational development projects with clients and partners.

This role might require some travel outside the UK for field-based research. It will also involve remote data collection, collation of data from field-based consultants, data management and analysis, and use of data for reporting, publications and learning.

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### Location

INTRAC Office, Central Oxford, UK (with the possibility of remote/home working some of the time, in line with INTRAC policies and government guidelines related to COVID)

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### Reporting to

An experienced Principal Consultant, while liaising with other INTRAC staff.

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### Salary

£24,500

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### Contract – hours/days per week

Permanent contract, full time (37.5 hours a week)

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### About us

INTRAC is an independent not-for-profit organisation, 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.

In the regions and countries where we work, we seek to strengthen access to sustainable, high quality, transformative capacity development support for civil society, and to influence policy makers, government regulators and funders to improve civil society-related policy, strategy and practice. Our work is funded through a combination of consultancy contracts, training fees, programme and research grant funding.

Through our consultancies and research work we monitor and analyse trends and policies affecting civil society and contribute to joint learning and the development of good practice in the sector. 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, policy makers and regulators who support and set the parameters for civil society.

Our consultants deliver a diverse range of consultancies that may range from short-term process facilitation, to programme reviews and evaluations, design of capacity building strategies, research consultancies, and long term organisational change. They also support INTRAC's training services, through delivering face to face and online open training courses as well as through tailored training designed for individual organisations, and individual coaching and mentoring support. We encourage all our consultants to share learning, good practice and innovation through our website, our open source publications, and through participation in relevant events and conferences.

Through our convening work and publications we participate in and influence current practice and debate in the civil society and international development sectors.

Our work is delivered by a small group of staff and a global pool of INTRAC associates and independent consultants, with in-depth thematic, regional and methodological expertise.

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## Key responsibilities

1. Delivery on commissioned and grant-funded assignments (short and long-term) in collaboration with senior and non-staff consultants:
  - a. Desk-based (and, as appropriate, field-based) research using quantitative and qualitative methods including: literature reviews, interviews, survey design and management, data analysis, data management
  - b. Designing and supporting online components, such as remote workshops, focus groups, validation and feedback events, and learning webinars
  - c. Contributing to and editing reports and other written outputs
2. Project coordination and job management:
  - a. Supporting the identification of opportunities and writing proposals for contracts or grants
  - b. Supporting project and contract management, including contracting and coordination of non-staff consultants, invoices, and reporting
  - c. Supporting the programme manager on larger civil society support programmes in project management tasks, including: work planning, contracting, financial administration, knowledge management, monitoring, reporting and invoicing, keep relevant job data in job management systems up to date
  - d. Maintaining relationships with partners, funders/clients and other stakeholders
  - e. Programme communications, such as news items, web content and social media
3. Learning, communication and outreach (in collaboration with Communications and Research staff):
  - a. Supporting organisational learning and outreach activities, including internal learning events, public webinars and workshops, and the development of internal- and external-facing materials and resources.
  - b. Supporting the development of INTRAC's global network of civil society consultants
4. Other duties:
  - a. Other reasonable tasks requested by your line manager, the Consultancies Director or Chief Executive, including but not limited to, writing updates for INTRAC's Board, providing input to INTRAC's operational plan, away days and strategic development.

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## Qualifications, competencies and experience – essential (E) and desirable (D)

This requires a versatile and dynamic individual, wanting to use and improve their skills to strengthen civil society around the world. You will bring some experience in consultancy work, using a range of research skills (quantitative and qualitative) and experience in project administration and coordination. You will be able to manage the multi-faceted nature of this role, handling multiple tasks effectively and efficiently.

### Experience

- a. Minimum of two years professional experience in a relevant role, preferably in the international not-for-profit or civil society sector (E)
- b. Experience in using quantitative and/or qualitative social science research and analytical methods (E)
- c. Experience of project administration, including budgets, workplans and reporting (E)
- d. Knowledge of international development and civil society issues (E)
- e. Experience in designing and managing website and social media content (D)
- f. Experience in supporting on-line delivery of training, meetings and workshops (D)

### Qualifications

- a. Educated to degree level (E) in a relevant subject (D)

### Skills and attitudes

- a. Commitment to INTRAC's core values and purpose (E)
- b. Strong analytical, writing and editing skills, including the ability to write clearly and concisely in English (E)
- c. Excellent organisational skills and the ability to work to deadlines in complex work processes involving multiple parallel demands (E)
- d. Preferably additional language skills, particularly French, Arabic, Spanish or Russian (D)

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## Terms and conditions

This position is full-time and the person will be located in INTRAC's office in Oxford, UK. Working from home part of the time can be considered. Detailed terms and conditions are available in INTRAC's staff handbook, available for review once a job offer is made.

Salary will be dependent on qualifications and experience. INTRAC offers a competitive benefits package, including the opportunity to join INTRAC's pension scheme.

These are as stated in INTRAC's standard terms and conditions (downloadable from our website).

1. The minimum general working hours are 37.5 hours a week
2. This post is subject to a six months' probation period.

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

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## How to apply

**Application deadline: 26 September 2021, midnight UK time**

To apply, please download the application documents available on our website: [www.intrac.org](http://www.intrac.org). Please send your completed [INTRAC job application form](#) (in which you demonstrate your suitability for the role and why INTRAC should employ you) and [equal opportunities monitoring form](#), to [info@intrac.org](mailto:info@intrac.org).

Interviews will take place remotely from 4 October 2021.

Please note: only complete applications that arrive on time will be considered. Due to limited resources, INTRAC will only be able to contact candidates that have been selected for interview.