

Title	Director of Consultancy Services
Contract Type	Initially 12 month fixed term, followed by Permanent Contract
Location	Home based with frequent travel
Hours	40 hours per week
Salary	Circa £60,000 per annum
Accountable to	CEO
Notice Period	3 Months
Annual Leave	25 days plus bank holidays leave per annum

### Job Description

1. The Director of Consultancy Services is a member of the LimeCulture Senior Management Team (SMT) with the responsibility to work collaboratively with the other members of the SMT for the overall benefit of the wider organisation and to act as a responsible member of LimeCulture's SMT by:
  - carrying out the legal responsibilities of a director (Companies Act 2006)
  - being accountable to the Executive Leadership
  - driving the development of the organisation.
  
2. The Director of Consultancy Services is a strategic leadership role with responsibility for overseeing and managing LimeCulture's Consultancy Services Division, as well as over-seeing the delivery and development of projects and programmes in line with LimeCulture's Strategy.
  
3. The Director of Consultancy Services will contribute to the delivery of LimeCulture's Strategic Plan by:
  - developing operating plans to deliver specific aspects of the plan
  - Directing, and overseeing the activities of the relevant directorate
  - being aware of organisational risks and taking steps to minimise them.

4. The Director of Consultancy Services will oversee, coordinate and deliver the work of the Consultancy Services Division by:
  - taking full responsibility for the division's affairs
  - ensuring particular aspects of management (e.g. personnel matters, financial control etc) are met and specialist expertise is employed as required
  - setting objectives in line with division's operating plans.
  
5. The Director of Consultancy Services will represent the organisation as a member of the SMT by:
  - communicating effectively the vision and purpose of the organisation
  - advocating for and representing the organisation at external meetings and events
  - being aware of current issues that might affect the organisation.
  
6. The Director of Consultancy Services will work closely with:
  - CEO
  - Chair
  - Director of Training
  - Director of Safeguarding (in Sport)
  
7. The Director of Consultancy Services will have line management responsibility for:
  - 4 Project/Programme Managers
  - 1 Administrator

## Key Responsibilities

### Overall purpose

The Director of Consultancy Services is responsible for:

- Overseeing the Consultancy Services Division as a whole
- Developing a programme of consultancy work in line with LimeCulture's Strategy
- Seeking business development opportunities and increasing the income generated by the Consultancy Services Division
- Overseeing, promoting and growing the Independent Accreditation Programme
- Recruiting/line managing staff and consultants to deliver the Consultancy Services Division's programme of work to the highest standard

### Functional

- Plan, deliver and contribute to consultancy projects (less than 1 year to deliver) and programmes (more than 1 year to deliver) as required and agree outcomes with customers to meet the required standards
- Ensure that the Consultancy Services Division is appropriately resourced and skilled to accommodate the current and future levels of business whilst maintaining a balanced consultancy offering
- Ensure all staff are developed to the required standard of project management qualifications or experience and are able to deliver projects to the expected standard of competence
- Deliver and develop market leading project/programme content that is fit for purpose and meets the needs of customers
- Develop strong relationships with customers that provides a stable foundation for future business opportunities
- Collate and respond to any feedback on the work of the Consultancy Services Division to ensure LimeCulture builds trust and confidence in the marketplace
- Build and maintain strong relationships with commissioners and Government policy leads to ensure that LimeCulture is at the forefront of new and emerging initiatives
- Write and oversee reports relating to the work of the Consultancy Services Division
- Build and maintain relationships with key partners
- Oversee and manage the operational delivery of the Independent Accreditation Programme

### Organisational

- Drive the LimeCulture brand forward to maintain and enhance the organisation reputation
- Lead in the development of PSQs, provision of bidding materials and pricing for relevant bidding/tendering activities and create written proposals as required to support the wider organisation's bidding/tendering activities

- Attend and meaningfully contribute to SMT meetings
- Ensure the Consultancy Services Division content on the website is kept up-to-date and attend to other marketing needs as required
- Manage any complaints that relate to the Consultancy Services Division
- Contribute to the delivery of other business areas as required
- Other relevant duties commensurate with the position

## Person Specification

The post holder will be enthusiastic and pro-active, have good attention to detail and the capacity to work at a strategic level, with a flexible attitude to work.

The post holder will have the capacity to work to tight deadlines whilst managing competing demands, maintaining a good level of accuracy, and the ability to prioritise effectively.

### Essential

#### Ability to demonstrate:

- High level of expertise in providing senior leadership, vision, strategic thinking and planning with highly developed political skills
- Strategic competence including an ability to advise on organisational issues and risks and recognise the political consequences/implications of actions being considered or proposed
- Experience of successfully delivering multiple complex projects simultaneously, including research projects, needs assessments, independent reviews and development of operational packages to support frontline professional and agencies
- Ability to identify new opportunities and approaches for Consultancy projects and programmes, and plan for their successful delivery
- Ability to work on own initiative and organise the workloads of others, allocating work as necessary, to tight deadlines and often changing deadlines
- Sound judgement in the absence of clear guidelines or precedent
- Autonomous decision making on complex issues in changing and/or ambiguous environments
- Experience of being responsible for budget management, involved in budget setting and working knowledge of financial processes
- Experience of contributing to marketing and promotional activities
- Ability to network effectively with a range of stakeholders
- Ability to create and maintain professional relationships with stakeholders
- Ability to contribute to organisational planning and development
- Excellent inter-personal and communication skills (both verbal and written)
- Experience of the end-to-end design and delivery for bespoke projects and programmes of work
- Ability to write, produce and publish clear and precise reports and documentation that stand up to public scrutiny
- High level of analytical skills and the ability to draw qualitative and quantitative data from a range of sources and present in a clear and concise manner
- High level of critical thinking skills
- Ability to meet tight deadlines and work under pressure
- Ability to work individually or as a member of a team
- High standard of computer/digital literacy
- Good knowledge of relevant policy agendas (both national and local)
- Excellent knowledge of local commissioning processes

- Confidence in public speaking
- Experience of bid writing
- Experience of delivering products for a wide range of audiences
- Ability and willingness to frequent meetings across the UK and internationally where required
- Ability and willingness to work away from home and evenings/weekends as and when required
- Willingness to undertake staff training and development as required
- Determination, perseverance and resilience