

# Disruptors, Innovators, Experts

Diversity and Inclusion consultancy,  
training and software



## Job Description – Consultant

**Salary - £30,000 to £45,000**

Reports to: A Senior Consultant

Reportees: None

### Main Purpose

Reporting to a Senior Consultant you will support the delivery of projects across the Clear Company portfolio, taking on increasing levels of responsibility for smaller projects to a value of <£15K with account management for SME clients.

### Key responsibilities, you will:

- Be a subject matter expert in diversity and inclusion. Keep ahead of the game by being aware of market forces and influencers that impact on diversity in recruitment, spot opportunities and share and interpret research in our field
- Contribute to the research and analysis on large scale audit projects including interpretation of data, interviewing participants, collating information and communicating outputs to external and internal audiences and completion of elements of the final report
- Be responsible for the planning, project management and delivery of smaller scale audit/discovery projects including report preparation and report back with support from senior colleagues
- To be a Clear Company accredited facilitator and auditor
- To support senior colleagues as part of the enterprise client relationship management team or as part of a specific service delivery team such as audit, assured or learning
- To be the project anchor for audit projects, accountable for a smooth project delivery from kick off through data collection, stakeholder and focus group communications and client communications
- To have a role within special project teams for internal and external projects from research to digital innovation
- To develop and maximise business opportunities by building relationships with existing clients or accounts
- Manage a small portfolio of clients with a typical revenue value of <£15K, delivering excellence in customer service, stimulating new ways of thinking and working in an open and transparent partnership

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## Revenue expectations

£50K annual revenue

## Skills, knowledge and experience:

- Knowledge and commitment to diversity and inclusion best practice and latest thinking
- The ability to influence and make change happen, adapting your style to different audiences
- Experience of managing projects to time, quality and budget
- Experience of developing materials with clarity of message, depth of thought and with accuracy and attention to detail

## Competencies:

- Judgement and decision making
- Critical thinking and analysis
- Commercial acumen
- Adaptability
- Teamworking

We also need you to respect our values around high performance, be client focussed, work in an inclusive way, be innovative, respectful, curious and highly productive.

We want to make sure we do all we can to make this a really positive experience for you. Please [click this link](#) which will take you through a simple process to identify any adjustments or additional support we can provide beforehand or on the day.

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