

Disruptors, Innovators, Experts

Diversity and Inclusion consultancy,
training and software



Job Description – Development Consultant

Salary - £23,000 to £30,000

Reports to: A Senior Consultant

Reportees: None

The Programme

Over 12 months the consultant will develop the key skills and experience needed to work on the delivery of complex and detailed projects for Clear Company clients.

Main Purpose

The main purpose of the role is to work across the Clear Company portfolio, building knowledge and capability to support and contribute to projects including training, audit, research and events. Comprising a mix of project co-ordination, client relationship management, audit and training delivery the role will be supported by a development plan.

Key responsibilities, you will:

- Become 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
- Support senior colleagues as part client relationship management teams or as part of a specific service delivery team such as audit, assured or learning
- Support project planning, co-ordination and report preparation on a variety of internal and external projects ensuring that they are met within budget, at a high standard and within the agreed timeframe
- 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
- Provide relationship management support on rotation for learning, audit and assured
- Develop high quality materials for learning, audit and assured including new content research and development
- Have a role within special project teams for internal and external projects from research to digital innovation

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Revenue expectations

Nil

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 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
- Project Management

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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