**Job title: Responsible Business Consultant**

Partner Africa’s purpose is to improve the working conditions and livelihoods of workers and producers in African supply chains. Headquartered in Nairobi with regional hubs in North, South and West Africa, Partner Africa is a leading NGO working across 50 countries in Africa and the Near East.

Through our Auditing and Advisory services, we positively engage with clients to identify, address and report on the salient environmental, social and governance (ESG) risks in their organisation and supply chains and adopt responsible business practices. Our work is guided by the United Nations Guiding Principles on Business and Human Rights (UNGPs) and other international best practice standards.

We work with companies, communities and governments to achieve our mission. We have expertise in a number of industries, including agribusiness, apparel, manufacturing, services and extractives.

**The Advisory Department**

The advisory department works to deliver bespoke interventions to support our clients to go beyond audit and deliver against their responsibility to respect human rights within their supply chains in Africa. The advisory department utilises Partner Africa’s extensive data on non-compliances across Africa to determine interventions that can address root causes to human rights issues. The type of work we deliver includes: the development of policies and strategies, the delivery of training for buyers, suppliers and workers, the development of guides and frameworks, deep dive Human Rights Impact Assessments, the delivery of projects and project management and support on ongoing monitoring and communication.

Partner Africa is well placed to expand our portfolio of clients and work over the next five years and as part of the wider Gorta Group, we can offer a supportive and exciting environment for career development.

**Details**

- Location: Home based – Ideally in the UK or a country with similar working hours.
- Reporting to: Head of Advisory – Responsible Business
- Contract Type: One year fixed term contract (with the opportunity to extend)
- Salary: £39,000 per annum.

We are looking to recruit a **Responsible Business Consultant** to join our growing team and contribute to the success of projects run by our teams in Africa, UK and Europe.
This is an exciting role that provides an opportunity to develop skills in project development, project management, research and business development - setting you on a path for progression within the organisation or building your skill set for future roles.

You will be working in a purpose-driven organisation seeking to create a better future for business, society and the environment.

**Specific tasks will include**

- Designing and managing both corporate and donor funded projects, ranging from small week long projects to larger multi-year interventions.
- Delivering against key project requirements such as desktop research, methodology and tool development for field research and developing guides and toolkits.
- Undertaking research and presenting findings for projects, proposals, webinars and other platforms.
- Account management of key clients.
- Business development including keeping up to date with upcoming donor opportunities and positioning Partner Africa as partners for opportunities.
- Attending and leading meetings with clients, potential clients and other stakeholders.
- Supporting the development of key internal processes including keeping Salesforce, Partner Africa’s CRM database up to date.

The Partner Africa team is a very small team, so the Responsible Business Consultant may be required to support other activities from time to time.

**Skills and experience**

- A commitment to and enthusiasm for Partner Africa’s mission and work.
- Excellent written and verbal communication with a great attention to detail with experience writing high quality proposals, reports, guiding documents and training materials. Experience of delivering training would be an advantage.
- High level research skills.
- Ability to multi-task and work well in a fast-moving environment.
- Flexible under pressure but deadline oriented.
- Proactive, with the ability to use initiative and manage workload independently.
- Commitment to exceptional client customer service.
- Experience working on projects on the African continent would be desirable.
- Fluent written and spoken English. Fluency in at least one other relevant language is an advantage – specifically French or Dutch.

**Qualifications**

- A minimum of two years relevant employment experience in business and human rights, responsible business, sustainability or a key Partner Africa sector of interest (agriculture, apparel, FMCG or extractives) or strong academic record in a subject
such as economics, international development, international business or human rights.

We highly encourage applications from BAME candidates.

Application Process
Please send a copy of your CV and a supporting statement answering the following questions:

- Why you want to join Partner Africa (300 words)
- Why you are the right person for this role (300 words)

To advisory@partnerafrica.org

Interviews will be offered to candidates who best meet the criteria outlined.

Timeline
Applications will be reviewed on a rolling basis as they are received, therefore this job position may close early if the right candidate is identified. We therefore encourage you to apply as soon as you are able to. However, the position will officially close on the 31st December.

- Deadline for applications: 31st December 2020
- Interviews the week of: 11th January 2021