

Job title: Responsible Business Consultant (Maternity Cover)

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 for clients 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, designing, implementing and managing projects and support on ongoing monitoring and communication.

The department is a team of three based in the UK, a Head of Advisory, a Responsible Business Consultant and a Research Officer. The team works with the other departments of Partner Africa and a network of experienced associates across Africa to deliver our work.

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 (we do have a shared office space in London which is able to be used by this position a few days a week).
- Reporting to: Head of Advisory – Responsible Business
- Contract Type: Maternity Cover (One year contract)
- Salary: £35,000 - £39,000 per annum, depending on experience.

We are looking to recruit a **Responsible Business Consultant (Maternity Cover)** 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.
- Supporting the development of proposals and bids for donor funded and client work.
- 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 a partner 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.
- Experience of the Business and Human Rights (BHR) and sustainability space with a working knowledge of the UNGPs and other international standards (OECD, ETI base-code, IFC performance standards).
- 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.

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

- Deadline for applications: 24th September 2021.
- Interviews the week of: 4th October 2021.