



# Management Consultant

Job Description & Application Pack

# Job Overview

Christian Jobs are recruiting on behalf of a management consultancy working in a variety of sectors in the UK and abroad.

**Job Title:** Management Consultant

**Location:** London (hybrid home and office) with the ability to travel to client sites as required

**Working Hours:** 37.5 hours per week, flexible working hours

**Salary:** £25,000 - £35,000, dependent on experience

*As a result of our Christian ethos, this post is covered by a Genuine Occupational Requirement (GOR) under the Equality Act 2010 to be a practising evangelical Christian.*

To apply for this position, please send a completed Candidate Bio Details form to [applications@christianjobs.co.uk](mailto:applications@christianjobs.co.uk)

For more information, please call Joe on **07563 131 792**



# About Us

The team has a vision to create mutual benefit through values-driven change. We do this through advisory and consultancy services, aiming to bring insight and clear communications, helping companies to unlock sustainable change.

All our staff intentionally work across multiple sectors, as diverse perspectives lead to better outcomes, recognising that innovation often occurs when something is taken from one sector to another. We are currently working in the aviation, space, for-purpose, sports and finance sectors.

We aim to do all things with integrity and authenticity, getting it “right first time” for those we serve. We operate profitably, integrating purpose in everything we do. We value the individual, and recognise that if you are empowered, you can use your unique strengths to bring value.

Our small team is supported by associates and partnerships, delivering projects worldwide (currently UK, USA, France and Singapore).

## Our Values



**Integrity and authenticity**



**Dynamic and fun**



**Excellence and right first time**



**Consistent and continuously improving**

# Person Specification

You will be flexible and agile, able to cope with uncertainty, handle responsibility and cope with day-to-day self-motivation. You will take on internal roles, working with the team to evolve the organisation.

The role is based on trust. We won't be setting lots of rules! But we do have clear expectations, and we will provide excellent mentoring and coaching as required.

Whilst hours of work are nominally 37.5 hours per week, these can be delivered as required to achieve the goals. It'll sometimes take more, sometimes less. Unless agreed, we aim for the usual core working hours of 0930-1530 to aid with ongoing teamwork and client meetings.

If you're attracted to large, process-driven organisations, we're not for you. However, if being creative, flexible, dynamic and proactive is what energises you, then we'd love to talk!

Having said all that, we're new, small and still learning. We aim to be transparent, humble and continuously improving.

## Typical tasks include:

- Conducting research and literature reviews
- Data analysis
- Project management support
- General administrative support
- Creating and editing slide decks for internal and external use
- Facilitating workshops and focus groups
- Presenting to clients (online and in person.)
- Marketing support, including the creation of multimedia (slide-decks, LinkedIn, etc)

# Essential Skills

## Who You Are:

- Self-starter with a can-do attitude
- Fun and positive – an encourager, who can build up rather than knock down
- Passionate about delivering value to other organisations and individuals
- Comfortable with high performance individually and organisationally
- Able to work on your own and in a team

## What You're Able To Do:

- Proactive in sourcing and distilling information, giving depth and cutting-edge insight
- Able to gather and analyse data and literature, developing clear and well-evidenced conclusions
- Excellent communicator (both written and verbal) who brings strong interpersonal skills and is happy with client engagement
- Be organised and able to prioritise
- Hungry to identify opportunities for growth and development, internally (culture/values) and externally (new services, communications)
- OK with travel to clients' sites, with an expectation that this will be balanced against other roles of the individual
- Adapt to different organisational cultures and expectations

## Desirable:

- Some experience in a similar role (e.g. for 2-4 years)
- Good knowledge of Microsoft Office (Word, Excel, PowerPoint) and Airtable
- Experience with managing change
- Experience with content management across multiple channels (social media, web / blog etc)
- Experience with more advanced data analytics and display (e.g. Excel VBA, PowerBI)