



Job Description

Post:	Project Officer
Grade / Level:	I/ Entry
Pathway:	B – Technical and Consultancy Services
Responsible to:	Principal Consultant
Responsible for:	N/A

Introduction to Impactt

Impactt (www.impacttlimited.com), a leading human rights consultancy, has an exciting opportunity for a Project Officer. This is mid-level position offers a wide variety of client work in a variety of sectors worldwide, leading projects, developing products and services, and growing accounts.

The role will present opportunities for the right individual to significantly develop ethical trade related skills, and specialize in one or more of Impactt's core services: social audits and investigations; remediation programmes; and training and organisational change.

The candidate will ideally have a strong background in ethical trade, supply chains and/or business and human rights. They should be a motivated, self-starter with excellent cross-cultural skills. Culturally the role would suit someone who wants to make a difference in workplace human rights and be part of a supportive team environment.

Job Purpose and accountabilities

- To provide essential support to projects (administrative and technological), working with Consultants, Senior Consultants and Principal Consultants and / or other team members to achieve project success.
- To maintain excellent working relationships with Impactt team and existing clients thereby promoting Impactt's business and commercial activities in line with business plans

Key Responsibilities:

- Project manage smaller accounts and support on the growth of larger accounts/programmes.
- Support on proposal writing and business development.
- Coordinate and conduct fieldwork in the UK and internationally (Including working towards Impactt's Worker Interviewer qualification).
- Follow Impactt's administrative and project management procedures and principles.
- Demonstrate the ability to take a brief and transform this into an accurate output.
- Organise, simplify and analyse large volumes of data in an efficient manner.
- Produce and or contribute to the production of Impactt standard reports.
- Work as part of a team and collaborate/consult as and when required.



Candidate specification

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Category	Description	Essential / Desirable
Qualifications	Degree or equivalent qualification in a related field	Essential
	Evidence of continually developing professional knowledge.	Desirable
Experience	Minimum of 2 years' experience delivering similar work	Essential
	Project management experience	Essential
	Ability to work in a fast-paced work environment	Essential
	Ability to support international teams in the execution of projects	Essential
	Practical knowledge of ethical trade/responsible sourcing / the social compliance agenda beyond compliance activities	Essential
	Proven analytical and problem solving capability	Essential
	Proven communication and interpersonal skills	Essential
Other	Understanding of relevant policy and legislation (labour law, ILO conventions, and international legislation) to area of work	Essential
	Ability to work outside normal hours including attendance at evening, and occasional weekend, meetings	Essential
	Committed to the values and objectives of Impactt Limited	Essential