

## International Development Associate

### Corporate Background

British Expertise International (BEI) supports British companies in identifying potential international commercial opportunities, typically in international development (aid) funded business and infrastructure.

The company, operating on a membership model, offers a wide range of activities, including networking events, sector/regionally-focused forums, bespoke international market intelligence, and demand-based trade missions. We engage with UK government departments (among others DIT, DFID and FCO), overseas governments, international funding institutions and other stakeholders in support of our members.

BEI is part of Strategy International, a holding company that brings together several organisations dedicated to understanding the needs of UK- based enterprise and supporting its growth.

Our members include some of the UK's most prominent players in the international development and infrastructure sectors including Mott MacDonald, Palladium, Aecom, Coffey International, DAI Europe, IMC Worldwide, Adam Smith International and many others.

### The Role

Based at: Strategy International, 23 Grafton Street, London W1S 4EY.

Hours of work: 09.00 – 1730 full time

Leave: all UK public holidays plus 25 working days

Workplace Pension

Salary: in line with experience

The role comprises all aspects of managing and supporting our international development membership, including account management, researching and developing event ideas, engaging with members and responding to their needs, supporting all member engagement activities.

Specifically:

- **Membership Engagement** – contribute to account management of members in aid funded business including:
  - ensuring all member engagement information is up to date. This includes notes from meetings, invoices, missions, interest groups, opportunities, attendance at meetings
  - Schedule member annual and regular catch-up meetings
  - Where require join and participate in member meetings
  - prepare briefing notes for member meetings
  - Manage and follow up on membership payments.

- **International Development event conceptualisation** – develop event ideas based on current and topical development themes/topics including:
  - Follow members public media (website, LinkedIn, etc) to assess current topics of interest and areas of thought leadership.
  - Carry out desk research to come up with industry relevant topical themes.
- **Broader Stakeholder Engagement** - contribute to effective engagement with international development stakeholders including HMG, NGOs, Multilaterals, MDB, Institutional organisations etc.
  - Support engagement activities with BEI's broader stakeholders
  - Share updates and insights into stakeholder activities
  - Attend and participate in relevant external activities and events
- **Support Communications strategy** – using skills and competencies in marketing
  - Preparing event information for promoting events
  - Contribute content as required to the weekly newsletter
  - Contribute content and support BEI social media in collaboration with the rest of the team

## **General attributes**

Previous experience working in international development/ aid-funded business.

Team player – able to work seamlessly with the other members of the team and contribute to achievement of goals

Adaptable and flexible – open to changes and try out new ways of doing things able to think outside the box

Effective communicator – ability to convey thoughts, opinions, suggestions, questions, and answers in an appropriate and professional manner

analytical skills – ability to collect and analyse information, problem-solve, and make decisions.

Integrity –honest and able to engage with sensitivity

Reliable – able to deliver on time and to requirements

## **Deadline for applications: 15th September 2019**

Please email your CV and covering letter to Sue at [sw@britishexpertise.org](mailto:sw@britishexpertise.org)