

Strategy Analyst or Strategy Consultant

CANDIDATE BRIEFING DOCUMENT



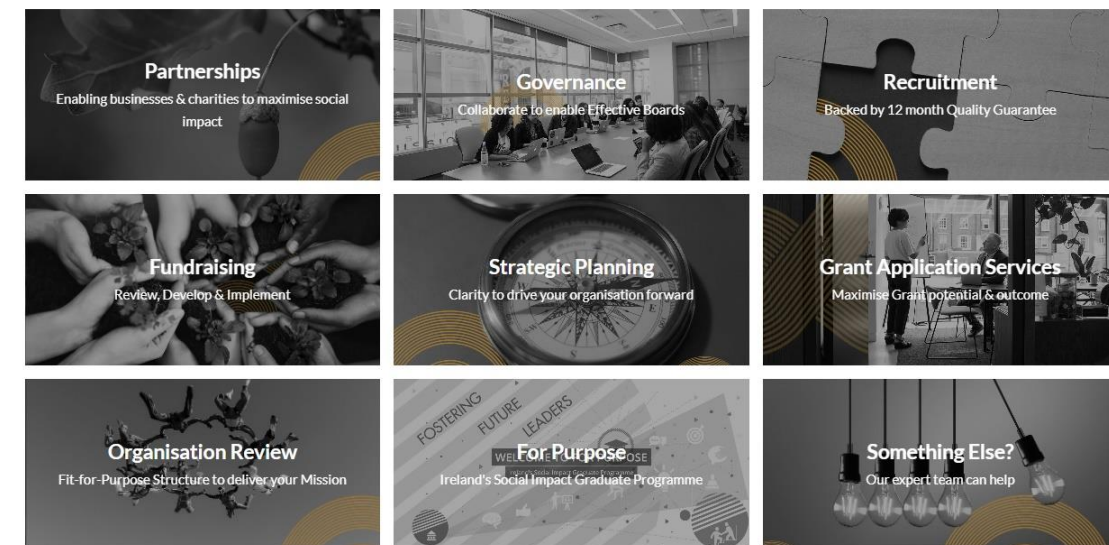
July 2024

ABOUT 2INTO3

At 2into3 we work to build the capacity of organisations, enabling them to have a transformative social impact.

We are passionate about supporting people and organisations to have a greater impact in the community, whether they are a charity, sporting organisation, government body, social enterprise, philanthropist or private company.

With offices in Dublin, Belfast, Cork and Galway, 2into3 works across the entire island of Ireland and has a proven track record with almost 500 clients availing of our services.



MISSION

Build the capacity of organisations to have a transformative social impact.

VISION

Enabling a world where the social economy meets the needs of its people.

WHAT DO WE MEAN BY SOCIAL ECONOMY?

By social economy we refer to all organisations who strive to have a public purpose and social impact. They are built on the principle that people come first and profits are reinvested into the organisation to further its mission.

HOW WE ENABLE TRANSFORMATIVE SOCIAL IMPACT

Through our work we can help our clients achieve greater social impact. To date this impact has been delivered by more effective fundraising, ambitious yet achievable strategic plans, organisational structures that are fit for purpose, optimal funding is used, placing motivated people in the right roles or ensuring the correct governance measures are in place, to name but a few outcomes.

OUR SERVICES

- **Talent Management Services** (including Senior Recruitment and the For Purpose Graduate Programme)
- **Advisory Services** (including Strategic Planning, Organisation Reviews, Impact Reviews, and Governance).
- **Funding Advisory Services** (including Fundraising Strategy, Grants and Partnerships)
- **Insights** (including Fundraising Trends and Metrics)

You can read more about 2into3 and our services on our website: 2into3.com

ROLE SUMMARY

The purpose of the role is to actively contribute towards and sustain 2into3's position as the market leading Advisory Services firm in the nonprofit sector. This will be achieved through:

- Under the direction of the Director of Advisory Services, leading on the delivery of consulting assignments across different practice areas for specific clients, with a focus on strategic planning.
- Project managing the end-to-end process for assignments, ensuring they are consistently delivered in a timely, efficient, and professional manner.
- Proactively seeking and securing new business opportunities, both from existing 2into2 clients and prospective clients.
- Actively supporting as part of a project team on other concurrent consulting assignments.
- Developing the Advisory Services practice by actively contributing to continuous process improvement and team learning and development.



THE POSITION

Title	Strategy Analyst or Strategy Consultant DOE
Reporting to	Director of Advisory Services
Place of Work	Dublin or Cork (<i>with flexibility / hybrid working available, subject to business requirements</i>)
Working Hours	Full-Time (37.5 hours per week)
Nature of Post	Permanent (following 6-month probationary period)
Remuneration	€30,000 - €40,000 DOE



ASSIGNMENT DELIVERY

- ❑ Under the direction of the Director of Advisory Services, manage the end-to-end delivery of consulting assignments using 2into3's processes, to client satisfaction, and on budget.
- ❑ Lead research, data gathering and analysis from the client, their stakeholders and the market as relevant per assignment.
- ❑ Lead the design and facilitation of workshops, meetings and stakeholder consultations.
- ❑ Lead the development of client-ready presentations, documents, recommendations and other materials.
- ❑ Manage the client relationship for the duration of a given assignment, including regarding project delivery and outputs.
- ❑ Consult and advise clients on their needs and make recommendations on assignment delivery.
- ❑ Proactively and sensitively mitigate or resolve blockages, risks or problems within assignments, whilst balancing the agreed project scope and costs.
- ❑ Manage multiple projects simultaneously, ensuring that deadlines and client expectations are met.
- ❑ Ensure the Director of Advisory Services is kept informed of assignment progress, including possible risks to delivery and possible solutions.
- ❑ As directed, contribute to the delivery of consulting assignments as part of a consulting team.



BUSINESS DEVELOPMENT

- Lead on the development of proposals for prospective assignments, and presentations on the same as needed, including project methodologies and associated budgets.
- Keep abreast of business development opportunities including requests for tender.
- Research prospective clients and assignments, attend and prepare for prospective client briefing meetings, and assist in the defining of the project requirements and the creation of proposals.
- Support with Marketing including pitching and writing communication pieces, identifying and leveraging marketing opportunities, and networking.
- Help to maintain and secure 2into3's place as the leading provider of advisory services for the nonprofit sector in Ireland.
- Track competitor activity with a view to identifying opportunities and sharing sector insights.

SUPPORTING THE ADVISORY SERVICES TEAM

- Maintain up-to-date information on prospective and current clients and projects.
- Monitor and analyse trends in the nonprofit sector, specifically related to Advisory Services.
- Contribute to the development of new services and offers to meet client needs.
- Assist the Director of Advisory Services by participating in organisational development, strategic planning, and budget planning with other members of the organisation.
- Participate as a full member of the team, contributing to meetings and team development sessions.
- Act in accordance with the ethos of 2into3's Mission and Values.

These duties are a guide to the general range of responsibilities and are neither definitive nor restrictive. You may from time to time have to undertake any other duties commensurate with the post, as designated by your line manager.

PERSON PROFILE

The ideal candidate will have at least 1-2 years relevant experience in strategic planning, operational planning or project management. They will have strong organisational and interpersonal skills and the ability to work under pressure to tight deadlines across a number of projects.

They must value accuracy and attention to detail, with proven analytical and problem-solving skills. They will also have a passion for helping mission-driven organisations to achieve their goals.



CORE COMPETENCIES AND SKILLS

Criteria	Essential	Desirable
1-2 years' relevant experience in strategic planning, operational planning or project management – or similar – within a nonprofit or corporate setting.	✓	
Third level qualification in a relevant field (e.g. social sciences, business or similar)	✓	
Strong interpersonal, communication and facilitation skills to ensure effective working relationships with people at all levels.	✓	
Passion for helping mission-driven organisations to achieve their goals.	✓	
Demonstratable experience and/or knowledge of the nonprofit sector.	✓	
Strong attention to detail and research and analytical skills	✓	
High degree of motivation, initiative, flexibility, and creativity	✓	
Highly organised, able to manage a varied workload and meet challenging deadlines.	✓	
Proactive attitude to identifying and finding solutions to problems	✓	
Strong commitment to teamwork and ability to work in a collaborative manner	✓	
Excellent IT skills, particularly MS packages e.g., Word, Excel, Outlook, and proficiency using video conferencing platforms.	✓	
Financial numeracy and experience of preparing budgets and financial plans.	✓	
Fluent English speaker	✓	
Full working rights in Ireland	✓	
Expertise in a specific sub-sector (e.g. social enterprise, local development, health)		✓
Expertise in another relevant service area (e.g. organisation design, governance, SROI)		✓

REMUNERATION

A salary range of €30,000 - €40,000 is on offer for this position.

Non-Pay Benefits include:

- 20 days annual leave
- Continuous professional development opportunities
- Tax Saver travel
- Bike to Work Scheme



APPLICATION PROCESS

If you are an ambitious and experienced Strategy Analyst or Strategy Consultant and would like to work for one of Ireland's leading and fastest-growing organisations in its sector, we'd love to hear from you.

To apply, please send your CV and a cover letter outlining why you believe you are a fit for the role (in Word doc format only) to Aoife Duff.

Closing date for applications is **Friday 23rd August 2024**.

All enquiries regarding the role will be held in strictest confidence.

- **Website** www.2into3.com
- **E-Mail** aoife.duff@2into3.com
- **Address** Huckletree in The Academy, 42 Pearse Street, Dublin D02 YX88
- **Telephone** (086) 775 9352

2into3 is an equal opportunities employer and welcomes suitably qualified applicants from all sections of society.