

Information Package

Capability Building & Consulting Lead

[Collaboration for Impact](#) exists to create a more equitable and inclusive Australia. We believe in a society that is able to solve complex challenges, seize opportunities and thrive.

Our purpose is to build the capacity of systems change leaders in Australia (and beyond!) so that they can shift the conditions that hold problems in place and ensure those most impacted are at the centre of the decisions that affect them.

We achieve our purpose through:

Building Practice

We grow, and support system change leaders across the country - in all sectors and in all communities. We achieve impact by supporting these leaders to change the way they work so they can go on to change systems and create better lives for the people they serve.

Our learning platform - Platform C - makes system change accessible, no matter what role you play or where you live. Rich in content and paired with access to CFI's national network of change agents and advisors who have ability to build capacity for large scale impact, our carefully curated platform enables people to design, lead and implement collaborative processes that drive transformational change for people and places.

Sharing Practice

We provide national leadership on the importance of taking a systems change approach. We translate our learnings from the field and global practice into practical insights at the political, policy and practice level in order to improve outcomes on the issues Australians care most about. We offer thought leadership and advocacy.

Influencing Practice

We influence others so that self-defined communities, government, philanthropy, the not-for-profit sector and business take up leadership and mobilise according to CFI's core principles for systems change.

Implementing Practice

We are hands-on capacity builders. We walk alongside collaborative change processes – coaching, advising, developing skills, enabling cultural change, facilitating learning and rapid adaptation. We also roll up our sleeves and provide practical help when needed. This ranges from: community mobilisation, empowerment, equity and leadership, facilitation and co-design to enable cross-sector collaborations; through to data analysis, measurement and evaluation.

Sustainability and Growth

We are committed to scaling CFI's infrastructure to enable CFI to build, implement, influence and share systems change capacity and practice across Australia.

Context

CFI is at an exciting and pivotal stage in its development transitioning from a social enterprise start up to a national networked learning organisation. CFI has an enviable network of over 20 of Australia's leading practitioners in various aspect of systems change. The network is supported by CFI Core team to deliver systems change capacity building through our consulting business, whilst capturing and translating the learnings from this work into ongoing practice and tools to build the social sector in Australia. Network members receive coaching and learning and development to ensure that CFI's practice with communities is adaptive and responsive to the needs of the initiatives we work with.

For the past five years we have developed a solid reputation in building the capability of collaborations to work systemically for greater impact. We have established a reputation as leaders in providing quality capacity building on systems change being embedded in 20 systems change initiatives across Australia, with a solid established pipeline supporting many other initiatives in their early stages.

We are now seeking a **skilled and experienced professional to develop processes and practices that will enable us to maintain our current pipeline of business ensuring quality and measurement of impact, whilst leveraging and developing the skills and resources of CFI to create and build future support offerings for community initiatives and helping to build the ongoing business of CFI.**

The Role

The purpose of this role is to develop and lead CFI's Capability Building & Consulting (CFI Consulting) business function to ensure:

- CFI is having impact through rigorously designed capacity building being delivered to initiatives working on systems change
- CFI Consulting is a successful social business enterprise providing project support to initiatives and generating agreed surpluses to co-fund other parts of CFI's impact strategy
- Service quality is assured, and evidence of impact is tracked and shared to support field building in Australia
- CFI is known for quality and leadership in building capability in Australia for systems change
- CFI's Consulting embeds and extends CFI's mindset, philosophy and way of working as a networked learning organisation

Our CFI Capability Building & Consulting Lead is responsible for managing all aspects of CFI Consulting business, including

- Developing CFI Consulting's business development strategy
- Supporting the generation and scoping of new work supporting systems change initiatives
- Securing and maintaining relationships with new clients and investors
- Supporting project set up and establishing effective project management and oversight practices
- Overseeing and maintaining quality projects
- Implementing and managing the overall evaluation and reporting function within CFI.

Key functions of Capability Building & Consulting Lead role are:

- Developing and implementing the overall business and development strategy to generate revenue to support the CFI business and learning functions.
- Building and maintaining genuine relationships and partnerships with CFI clients, investors and partners across government, community, and industry as appropriate for CFI's business nationally and internationally.
- Developing and maintaining relationships with key philanthropic funders and being proactive in identifying partnership and investment opportunities to support communities where CFI is providing embedded support.
- Implementing and overseeing structures and processes to lead CFI's Consulting enterprise to ensure services meet client needs.
- Oversight and project managing (where appropriate) CFI Consulting projects.
- Work with the CFI Core Team to ensure CFI Consulting services are leveraged across the organisation and used to inform and support CFI's broader capacity building agenda and work.
- Developing robust processes to ensure that CFI's service offering is responsive to the needs of clients and the contexts in which they work.
- Implementing and overseeing a robust project reflection and feedback process during and on completion of capacity building projects to ensure CFI is meeting the objectives and goals of the initiative.
- Assessing CFI Network Member performance and informing the development of internal capacity building initiatives.
- Developing processes to support the translation of learning from the network into the rest of CFI's work in ongoing learning & capability building, thought leadership, resource and tool development.

The Person

As a member of our dynamic leadership team, you will:

- have experience leading and managing a business function in a consulting context/social enterprise/not for profit/small business
- be passionate about empowering communities to tackling complex issues
- have excellent project management skills
- be able to develop and nurture relationships with diverse groups of people and regardless of power and context
- be an excellent listener and communicator with diverse groups of people
- be a learner with a desire to continue to develop your knowledge and skills
- be collaborative, resourceful and flexible.

How to Apply

A Job Description including selection criteria can be found at the end of this document. To apply, please submit your application to kyrstie@collaborationforimpact.com and include:

- A current resume including two (2) professional referees; and
- A two-three-page statement outlining the relevant skills, knowledge and experience that you bring to the role and addressing the selection criteria within the Job Description.

Applications close Friday 9th August 2019

Please note we will interview and hire when we meet the candidate of choice so please apply soon.

For further information please call Kyrstie Dunn on M: 0407 503 448

Job Description

Capability Building & Consulting Lead

Details: 4 days per week

Relationships

This role reports to a CFI Director

Other key relationships include:

- the CFI Core Team
- existing and prospective CFI Network Members
- CFI's strategic partners
- The initiatives CFI serves
- CFI's investors.

The role will be supported by a Consulting Coordinator who will report into the Capability Building & Consulting Lead.

Responsibilities

Building Practice

Developing and implementing a business development strategy in conjunction with CFI Directors and Core Team.

- Developing and maintaining relationships with CFI clients, investors, partners, governments, initiatives, academics, and research partners as appropriate for CFI's business nationally and internationally.
- Responding to inquiries and work with current and potential initiatives to build a shared understanding of needs, goals and objectives and developing support models that make a difference.
- Working with clients and network members to agree on the scope of the work and identify and map out schedules, milestones, and required resources to meet the project objectives.
- Overseeing the development of agreement/s contracts and engagement of network members to deliver support.
- Developing more standardised product offerings that can support the initiatives CFI works with.

Sharing Practice

- Gathering, interpreting and sharing learning from clients about needs, quality, progress and impact.
- Ensuring and communicating project progress with relevant internal and external stakeholders.
- Developing processes to support the translation of learning from the network into the rest of CFI's work in ongoing learning and capability building, thought leadership, resource and tool development.

Influencing Practice

- Raising awareness about CFI and what we do across sectors and the country.
- Measuring, evaluating and communicating service quality and impact.
- Working with the client and network to monitor client goals against progress and results.
- Participating in CFI events and regular learning opportunities as required.

Implementing Practice

Working with CFI team to monitor project progress and quality and budget expectation achievement.

- Working with initiatives and clients to manage expectations, lead change efforts and ensure satisfaction.
- In conjunction with the Network Development Manager (NDM) engage Network Members with work based on their skills and project requirements.
- Managing the Consulting Coordinator to ensure contractual obligations with network members.
- Determining and communicating the results that will be delivered to the client upon project completion.
- Conducting regular meetings with clients to ensure progress and quality.

Growth and Sustainability

- Oversee project completion processes and scoping of next steps with initiatives.
- Develop innovative, impactful and relevant service and support models to build capacity of leaders and initiatives to tackle systems change.
- Facilitate the development and integration of systems, processes, tools and resources to build capacity and capability to realise our vision.

Selection Criteria

Key Capabilities

The role requires you can demonstrate the experience and capability to:

- Develop and implement a business and development strategy
- Generate and negotiate business opportunities in a rapidly evolving field
- Effectively interpret the needs of others and support the development of written proposals and tenders
- Lead teams and manage the workflow of a consulting practice
- Develop innovative services that are relevant and responsive
- Mobilise people and resources and collaborate with others to achieve results
- Oversee the logistical coordination of CFI consulting
- Work without supervision in a complex environment and possess well-developed time management and problem-solving skills
- Build positive and effective relationships in the not for profit, philanthropic, business and government sectors
- Contribute to a collaborative culture and shared language around practice
- Establish processes to support the translation of learning from implementing capability building into practice, tools and resources
- Commit to ongoing reflection practice and professional development.

Desirable experience

- Previous experience leading a successful consulting practice
- Solid understanding of, and/or experience relating to the social change sector in Australia and systems change theory
- Background in working across cultures and in remote communities
- Ability to work flexibly with clients and teams across the country
- An understanding of CFI's work, capability building and consulting services OR the demonstrated capability to learn into this work quickly.

Personal qualities

As a member of the CFI leadership team, you will:

- Have the ability to manage your work and be able to work virtually
- Excellent and well developed communication skills with people across sectors, backgrounds, and levels of authority
- Be comfortable and confident as the lead on CFI work
- Enjoy working in a dynamic and agile team
- Be able to work with a variety of communications styles
- Be an enthusiastic learner committed to your own development.