

# Information Package

## Consulting Coordinator

[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. For the past five years we have developed a solid reputation in building the capability of collaborations to work systemically for greater impact. We are providing customised support to 20 systems change

initiatives across Australia and provide learning and capability building for many others. We are now seeking a skilled individual to coordinate the work of Capability Building & Consulting (CFI Consulting) for systems change initiatives.

## The Role

The Consulting Coordinator is responsible for supporting CFI's consulting practice and includes:

- Relationships Management - Communicating with CFI clients, investors, partners, governments, initiatives, academics, and research partners as appropriate for CFI's business nationally and internationally.
- Developing high quality, concise communications and resources to position the work of CFI in the form of proposals, tenders, and promotional material.
- Develop systems, processes and resources that support consulting work, including completing contracts and agreements.
- Tracking workflow including work in progress, project milestones, network utilisation and scheduling
- Developing learning from doing – developing and implementing systems to support the translation of learning from the network into our learning and support program for the CFI network & clients.
- Enabling evaluation of CFI work - Developing and utilising processes for measuring, evaluating and communicating service quality and impact.
- Administration support - Providing all administration and logistical support for the customised support practice.

## The Person

As a member of our dynamic CFI team, you:

- are a highly skilled administrator and project manager
- have experience supporting businesses working across multiple projects simultaneously
- are a passionate learner with a desire to continue to develop your knowledge and skills
- are collaborative, resourceful and flexible
- are effective in supporting peers, teams, initiatives and communities

## 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](mailto: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**

**For further information please call [Kyrstie Dunn](tel:0407503448) on M: 0407 503 448**

# Job Description

## Consulting Coordinator

**Details:** Flexible contract. 15 hours min – 25 hours max per week.

### Relationships

This role reports to the Capability Building & Consulting Lead.

Other key CFI relationships relevant to this role include:

- the CFI Directors and Core Team
- Existing and prospective CFI network members
- Strategic partners
- Initiatives we serve
- CFI investors.

### Responsibilities

#### Building Practice

**Supporting the implementation of the business development strategy in conjunction with the Consulting Lead, CFI Directors and core team.**

- Communicating with CFI clients, investors, partners, governments, initiatives, academics, and research partners as appropriate for CFI's business nationally and internationally.
- Ensuring that CFI is listed as preferred supplier to tender for national capacity building initiatives
- Preparing CFI proposals and tenders for new and repeat work. This will be undertaken with the Consulting Lead's direction
- Providing administrative, travel and logistical support to the development of agreement/s contracts and engagement of network members to deliver support.
- Contributing to the implementation of a fit for purpose database to support the work of CFI including measuring impact.
- Developing tools and process to gather resources and work product from members in their work in the field.
- Providing administrative and logistical support to monitor the achievement milestones to meet each client's objectives.

#### Sharing Practice

- Implementing strategies for updating network on current work (e.g. newsletter, case studies).
- Develop systems, processes and resources that enable initiatives to build their understanding of their goals and what they need to achieve them.
- Providing administrative and logistical support to develop mechanisms to share CFI learning from the field
- Providing administrative and logistical support to communicating project progress with relevant internal and external stakeholders.

### Influencing Practice

- Supporting the translation of knowledge gathered from CFI work into communications, services, learning offerings and support
- Developing communications and resources to raise awareness about CFI and what we do across sectors and the country.
- Utilising processes for measuring, evaluating and communicating service quality and impact.
- Participating in CFI events and regular learning opportunities.

### Implementing Practice

#### **Developing high quality proposals, tenders and other written communication as required**

- Arranging project meetings with core team, network member/s and initiatives.
- Tracking workflow including work in progress, project milestones, network work around the country, network utilisation and scheduling
- Working closely with the Operations Manager to ensure contractual obligations are achieved.
- Organising and supporting regular meetings with clients to ensure progress, impact and quality.

### Growth and Sustainability

#### **Developing tools and resources as required.**

- Maintaining the Work in Progress (WIP) register and map of work by network member and location

## Selection Criteria

### Essential Experience

Demonstrated experience & skills in:

- Managing logistics to mobilise people and resources for consulting and change processes
- Working without supervision in a complex environment with well-developed time management and problem-solving skills
- Building positive and effective relationships in the not for profit, philanthropic, business, social sector, government sectors
- Contributing to a collaborative culture and shared language around practice.
- Experienced in writing successful proposals and tenders
- High level of attention to detail and exceptional organisational and time management skills
- Commitment to ongoing reflection practice and professional development

### Desirable experience

- Understanding/experience of the social change sector in Australia.
- Ability to work flexibly with clients and teams across the country.

## Personal qualities

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

- Have the ability to manage your work and be able to work virtually
- Excellent and well development communication skills with people across sectors, backgrounds, and levels of authority
- Ability to work virtually with flexibility in hours and days.
- 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