

Information Package

Project Administrator

Part-time contract position 15 – 25 hours per week between Feb – May 2020.

\$50/hour

Virtual role and needs to bring own tools of trade

Can be based anywhere in Australia with a preference for Darwin, NT

Applications close Friday 17th January 2020

[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 60 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 Project Administrator is responsible for supporting CFI's consulting practice and includes:

- Tracking workflow including work in progress, project milestones, network utilisation and scheduling
- Administration support - Providing all administration and logistical support for the customised support practice, including travel arrangements
- Support consulting projects and proposal submissions (scheduling meetings, proof-reading, editing, document collation and preparation).
- Develop systems, processes and resources that support consulting work, including completing contracts and agreements.
- Relationships Management - Communicating with CFI clients, partners and Network members

The role is initially a fixed term (February – May 2020), part-time (15 hours min – 25 hours max per week) contract. The contract may be extended subject to funding and performance. The role is virtual with a preference to be based in Darwin, NT.

The Person

As a member of our dynamic CFI team, you:

- are a highly skilled administrator and project manager
- have previous 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
- have exceptional attention to detail and organisation skills

Job Description

Project Administrator

Details: Fixed term (February – May 2020), part-time (15 hours min – 25 hours max per week) contract

Virtual role with a preference to be based in Darwin, NT

Relationships

This role reports to the Finance and Operations Manager

Other key CFI relationships relevant to this role include:

- CFI Directors
- CFI Head of Capacity Building
- CFI Core Team
- Existing and prospective CFI network members
- Initiatives we serve
- Strategic partners

Selection Criteria

Essential Experience

Demonstrated experience & skills in:

- Project managing multiple, concurrent projects in a timely way with high levels of accuracy
- High level of attention to detail and exceptional organisational and time management skills
- 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
- Contributing to a collaborative culture and shared language around practice.
- Commitment to ongoing reflection practice and professional development

Desirable experience

- Financial data entry and processing skills
- 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

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 admin@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.

For further information please email Kiri Peterson E: kiri@collaborationforimpact.com