**Position Title**

|  |  |
| --- | --- |
| **Position Title** | Project Coordinator |
| **Reports to** | Practice Lead |
| **Location** | Anywhere in Australia |
| **Capacity** | 0.8 FTE (30 hours per week across 5 days). Fixed term contract to 30 June 2023, with possibility of extension depending on performance and funding. |

**ORGANISATION**

Collaboration for Impact's (CFI) vision is for an equitable, inclusive and just society where people, place and planet thrive. We do this by changing how change happens in Australia. For over ten years we have been one of Australia’s leading organisations for supporting people to establish and deepen collaborations for systemic change.

**ROLE PURPOSE**

To support CFI’s Practice Team to deliver end to end project management support ensuring projects meet client expectation and are delivered on time and to budget contributing to successful outcomes for communities and partners.

**ACCOUNTABILITIES**

**Project Coordination**

Support and coordinate end to end projects including setting up projects, tracking progress, preparing relevant project material, and assisting Practice Leads deliver successful initiatives that support communities and partners.

**Travel Coordination**

Support the Practice Team with all travel arrangements from taking requests for travel, sourcing best providers, booking flights and accommodation and managing the payments to ensure costs are managed effectively and the process is executed smoothly.

**Financial Support**

Collate and review project financial information, monitoring project budgets and ensuring costs are within scope, in order to contribute to the financial sustainability of initiatives.

**System and Process Support**

Identify system and process improvements to manage projects more efficiently, identifying opportunities to create best practice systems and processes so that CFI continue to have platforms that support their success.

**Stakeholder Management**

Coordinate the communication process on behalf of Practice Leads, drafting correspondence, informing stakeholders of relevant information and managing the flow of information to build strong and open communication between CFI and stakeholders.

**Client and Partner Administration**

Oversee client and partner administrators assisting them to establish project administration standards and processes including business development administration support, contract administration, milestone reporting, scheduling of invoicing and payments and project management and project delivery meetings, and reporting, to ensure projects are delivered on time and to budget.

**KEY PERFORMANCE INDICATORS**

* Projects managed to budget and time
* Reports delivered on time
* Accuracy of information produced
* Client satisfaction
* Timely travel bookings

**RELATIONSHIPS**

* Practice Lead
* Practitioners
* Clients
* Contractors

**QUALIFICATIONS**

* Qualifications and/or equivalent experience in Project Management, Administration, and/ or Finance.

**EXPERIENCE**

* 2-3 year’s experience administering multiple projects and establishing and improving processes in a fast moving, consulting practice.
* 2-3 year’s experience reviewing business processes and systems, identify and contribute to improvements.
* 2-3 year’s experience in customer centred practices working alongside key stakeholders with teams and across organisations.
* Experience designing, implementing and improving processes and tools to track project delivery with reporting including risk and opportunity management.
* Super User capability for Harvest, Dropbox, Presentations, Excel and Word and ability to introduce system and process innovation and improvement.