



Senior Consultant Information Pack

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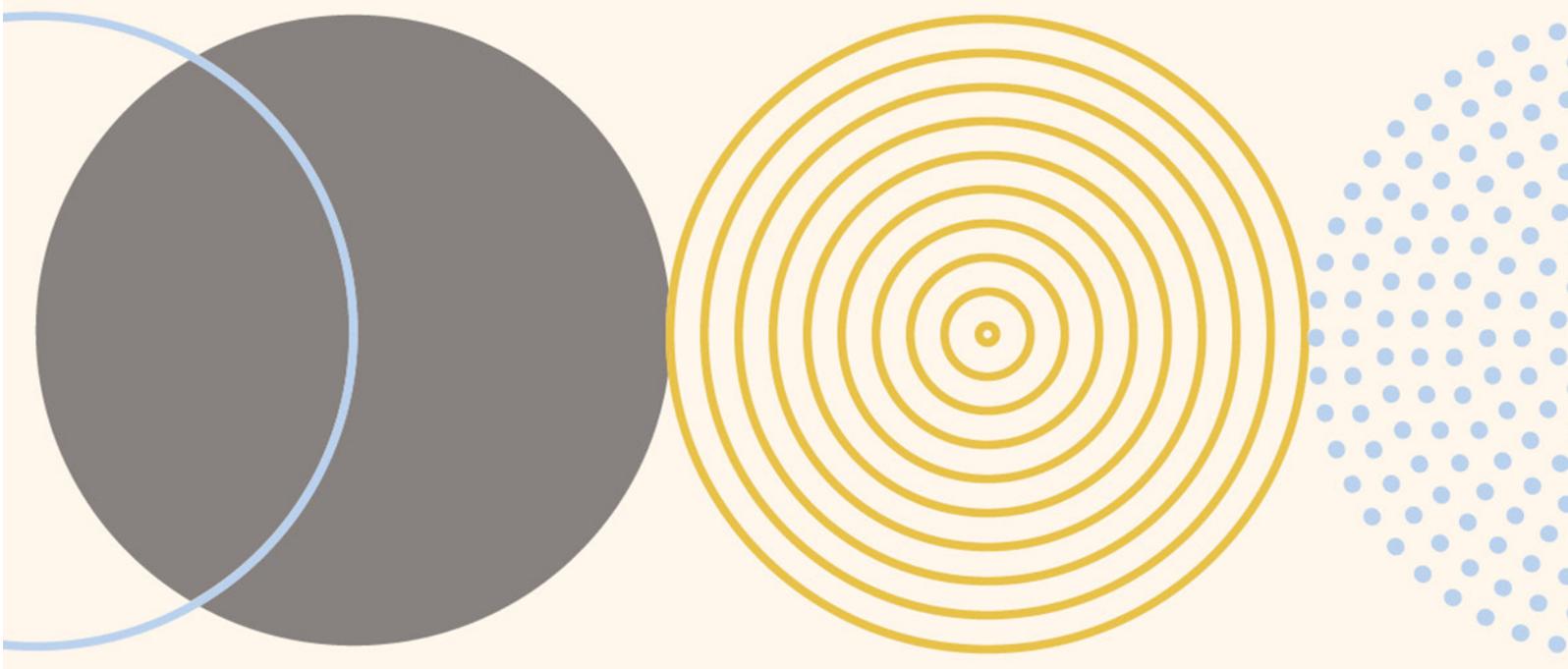
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Advertisement

Matrix On Board Consulting and Training is a boutique, Territory-based consultancy providing consulting, training and evaluation services to support the non-profit sector and our clients to increase their capacity to achieve their mission. We partner with non-profit organisations across Australia, with particular expertise in remote locations and organisations working with indigenous communities.

Is this your ideal next job?

At Matrix, you'll be working on diverse, meaningful projects that make real, sustainable change and impact positively on people's lives and livelihoods. With outback travel opportunities; learning and professional challenges; and a great team of like-minded peers, and it's an unmissable opportunity.

You'll work with clients across the non-profit sector, from government to small social enterprises, supporting them to build their capabilities and deliver on their mission. Projects ranging from multi-year evaluations to single day workshop facilitations will flex your professional skillset; and you'll use a range of business, planning and analysis methodologies.

Collaborating with our team (who are spread across the country) and with clients will at times require travel in remote outback NT and South Australia; and Zoom is a critical tool for us. You'll be based in Alice Springs at Matrix's head office, reporting to our Darwin-based Consulting General Manager.

There's plenty of collegiate support and well established, proven processes and methodologies; and you'll be joining a company with a strong well established (and well deserved) reputation.

About You:

We expect that you'll have professional expertise such as comes from experience at CEO or similar senior level roles in the non-profit world; with capabilities in corporate services, financial sustainability, leading people and managing complex stakeholder relationships (among others).

You'll have a sound understanding of contemporary business methodologies, such as strategic and business planning, monitoring and evaluations and project management. Your experience will include a good understanding of the Northern Territory / Central Australian context - and as we're looking for 'on the ground' presence at our head office, you'll either be currently living in Alice Springs or prepared to relocate independently.

You'll need a real curiosity about other people's situation and issues; courage to work outside your comfort zone and content specialisation; and a practical, pragmatic approach to developing strategies that will work on the ground. You'll be comfortable working cross-culturally, both independently and in small teams.

Ideally, your industry networks and expertise will enable you to broaden our client base and build Matrix's impact and reputation.

About the benefits:

In this role, no two days will be the same. You'll work across a wide range of not for profit sectors on projects both within and outside your comfort zone. You will work in the office, remotely from home and under trees in red dirt paddocks; as part of a project team and as a solo consultant. And if we're the right fit, you'll love the job, the work and the team. We're looking forward to welcoming you.

Salary will be negotiated, likely in the range of \$85-\$100k; plus super and benefits. You'll need your own mobile phone and laptop and have or be able to obtain a National Criminal History Record Check (NCHRC). Due to our work taking us to communities with Tier Two vulnerable populations, it will be a requirement that the successful applicant is fully vaccinated against Covid 19 and is prepared to take all subsequent booster shots.

Like to learn more?

- Download the Job Information pack [here](#).
- Check out our website at www.mobct.com.au
- Call for a chat: Sally Clifford or Kate Horsey on 08 8985 1728.

To express your interest, just send us a **current CV** and a **brief cover letter** (2 page max) outlining your interest and what you could bring to the role to jobs@mobct.com.au.

Applications will be reviewed as they are received. If it looks like we might be a match, we will get to know you by phone, Zoom, interview and reference checking.

About Matrix

Matrix is a boutique, Territory-based consultancy providing consulting, training and evaluation services to support the non-profit sector and our clients to increase their capacity to achieve their mission. We partner with non-profit organisations across Australia, with particular expertise in remote locations and organisations working with indigenous communities.

Matrix helps those who help others. We work with non-profits to build capacity, adapt to change and make a lasting impact in communities across Australia. We believe in the value the non-profit sector can deliver, which is why we offer services to all stakeholders, from small organisations to government bodies.

Matrix uses a strengths-based, collaborative approach that builds the capacity of our clients. We engage in long-term relationships with our clients so we can build efficiencies, accountability, sustainability, organisational capacity and importantly, trust.

Success for us is measured by our clients' ability to do their work after we have left. Our approach involves co-designing solutions with our clients so their knowledge is matched with our experience to come up with solutions that work over the long term. Our staff have all worked in non-profit organisations and understand what it is like to face huge changes in policy. We walk beside our clients, building their capacity to make the best possible decisions for their clients.

Our Registered Training Organisation (RTO) delivers training Australia-wide but has a focus on delivering community services training in remote communities to Aboriginal people.

Our values embody our approach – we are **human, knowledgeable, supportive** and **empowering**.

<https://www.mobct.com.au/our-values>

What we do: Consulting Services

Our consulting services fall generally into the following categories; and our clients are non-profit organisations from small start-ups to well established, multi-million-dollar community services organisations; and include indigenous corporations and land councils, local councils, state and federal government and remote arts, cultural and media centres.

Evaluations and Reviews

We undertake evaluations and reviews at *sector, location, organisation and program* levels, to analyse the effectiveness and sustainability of programs, organisations and initiatives; and make recommendations for action.

Capability and Capacity Building

From national, sector-level workforce development programs to governance, strategic planning and policies and procedures within your organisation, we work with our clients to strengthen their organisations and help them deliver on their mission.

Training and workshops

Matrix Consulting develops and facilitates workshops and online training that is tailored to clients' specific needs, to build the knowledge, skills and abilities of their Board, management and team.

We have a number of packages that can be adapted to client needs, including culturally appropriate delivery for indigenous organisations.

Who we work with: Clients and sectors

Our clients include large and small non-profit organisations, Federal, State and Territory government departments; regional councils, philanthropic organisations and peak bodies from across a range of sectors. The focus of our work is in remote and regional Australia.

Our clients are focused on providing services and programs which include supporting and empowering indigenous communities, land councils, the arts and culture sector, women's organisations, domestic and family violence and many others.

<https://www.mobct.com.au/our-clients>

Position Description

Position Overview

The Senior Consultant is responsible for delivering high quality services to Matrix clients across diverse projects; for maintaining excellent relationships with our clients and for securing new business for the company.

Projects range from single day small group workshops to projects that span multiple years and locations across Australia.

Selection Criteria

To be successful in this role you will be a 'seasoned campaigner' in the not-for profit world, with knowledge, skills and capabilities that complement and strengthen Matrix's offering to our clients. This is likely to include:

- Demonstrated experience as a CEO or senior manager in a non-profit organisation, ideally in the community services space; with capabilities that include corporate services, financial sustainability, leading people; and managing complex stakeholder relationships, including relationships with funding bodies
- A sound understanding of contemporary business methodologies, such as strategic and business planning, monitoring and evaluations and project management; and well-developed relationship management and interpersonal skills
- Significant knowledge and capability in one or more sectors within the community services space, which could include any of the following (or something else):
 - working with indigenous groups and organisations.
 - arts and cultural sector
 - disability
 - Social enterprise, in particular remote area enterprise
- A sound working knowledge of the Northern Territory / Central Australian context; cross-cultural awareness and demonstrated experience working with diverse groups.

Employment Conditions

Conditions of employment will be negotiated with the successful applicant. The salary range for the position is \$85,000 to \$100,000 per annum + statutory superannuation and other benefits. This position is a full-time fixed term (1 year) contract, with potential to extend. The position is based in Alice Springs, and will require travel to other locations (on occasions by small plane or 4 wheel drive). Matrix has a 38 hour working week and standard office hours are Monday to Friday 8.30am to 5.00pm.

The successful applicant will be required to undertake a National Criminal History Record Check (NCHRC). Due to our work taking us to communities with Tier Two vulnerable populations, it will be a requirement that the successful applicant is fully vaccinated against Covid 19 and is prepared to take all subsequent booster shots.

Position Description

Position Title	Senior Consultant
Position type and location	Full time fixed term 12-month contract with extension by mutual agreement. Based in Alice Springs office; with frequent travel to client sites, including remote locations. Travel ranges from overnight to (on rare occasions) up to two weeks duration, mostly within NT and SA.
Salary Range	\$85,000 - \$100,000 per annum + statutory superannuation
Reporting and Working Relationships	This position reports to the General Manager, Consulting who is based in Darwin. This position does not supervise other staff.
Special work requirements	Ability to drive a 4 wheel-drive vehicle (manual preferred) and travel in small aircraft to remote areas. Own phone and laptop required.

Key Areas

Consulting Delivery	<ul style="list-style-type: none"> • Provide high quality consulting services in line with the Matrix values, approach and methodologies; independently or as a member of a project team • Deliver projects on time and on budget • Produce high quality written reports and documents such as needs assessments, strategic plans, business plans, organisational reviews and project reports. • Facilitate and conduct workshops, meetings and community consultations • Follow and respect the values and protocols embedded in Aboriginal culture.
Business Development	<ul style="list-style-type: none"> • Secure new business and deliver on existing and new contracts • Establish and maintain effective client relationships • Participate in writing proposals and tenders • Support and contribute to our reputation and profile by establishing and building relevant sector networks and relationships
Internal Collaboration	<ul style="list-style-type: none"> • Contribute to a positive, solution focussed and professional team spirit which is aligned with Matrix values • Support the development and evaluation of all Matrix services • Contribute to the development, planning, coordination and implementation of internal office systems that support staff in their work