

Senior Consultant Job Description

August 2023

About For-Purpose Evaluations

Our Values

Excellence | Enthusiasm | Integrity | Pragmatism

Our Vision

A human services sector that knows its impact.

Our Mission

FPE provides for-purpose organisations the tools and capacity they need to measure their impact, because every person deserves a service that works.

FPE is an award-winning consulting business that supports for-purpose organisations to create and implement social impact and outcomes measurement frameworks and to evaluate programs and projects. We also provide interactive workshops for staff on the topics of outcomes measurement, theory of change and logic models. Our experience in direct service delivery roles means we balance a robust academic approach with a pragmatic understanding of what it is really like to provide high quality supportive programs to people and communities with complex needs. Our areas of expertise are disability, criminal justice, gender equality, social services and community development.

FPE is a workplace where everyone's ideas are valued and encouraged. There are numerous opportunities for team members to contribute their creativity and unique perspectives, with the expectation that everyone will offer original ideas that enhance our work.

About the role

Reporting to the Director and working closely with Project Leads and Researchers, the Senior Consultant plays a key role in projects from inception to completion. They support and lead various activities throughout a project including; project management, problem-solving, producing project deliverables for internal review, co-facilitation of workshops and support with project team activities. Senior Consultants work across multiple projects at once and may take on different roles in each depending on the nature of the work and composition of the team.

- Ongoing full-time contract with remuneration of \$75,000 - \$90,000 + 10.5% superannuation
- Work from home, with regular co-working days in Sydney
- Provided with 'tools of the trade' including; a laptop, monitor, USB keyboard & mouse, webcam and Office 365 desktop subscription
- Receive internal professional development support and career development opportunities
- Contribute to the establishment of an innovative small business in an emerging part of the sector

Responsibilities

All of the below duties will be completed in close collaboration with Project Leads, Researchers and the Director.

Projects

- Support the project team to break down and understand the client's 'problem to determine how FPE will provide effective solutions for the context



- Contribute to and manage project plans ensuring project activities and deliverables are completed on time for internal review
- Prepare for and lead internal and external project meetings including; ensuring timely agendas and minutes are sent and actions are communicated
- Lead secondary and primary research, data collection and evaluation activities
- Guide the analysis and interpretation of quantitative and qualitative data, identifying relevant findings, insights and recommendations for the client context
- Co-present key findings, insights and observations to internal and external stakeholders, in both a written report and presentation format including data visualisation in PowerBI
- Support the project team to support clients to implement projects and solutions
- Co-facilitate workshops
- Contribute to positive ongoing client relationships
- Escalate any budget or project time management issues to the Project Lead as required
- Support the progress of projects and coordinate administrative tasks as needed Harvest, Monday.com and Sharepoint
- Provide leadership and guidance to junior members of the project team

Business

- Actively contribute to an environment where every team member's contribution is valued, considered and respected
- Capture and share knowledge and learnings from projects internally
- Contribute to business development by building your professional network and representing FPE at sector events
- Provide assistance to other parts of the business where required

Selection Criteria

- A post-graduate qualification in or currently obtaining a post-graduate qualification in social sciences, evaluation, or social impact measurement.
- Paid or voluntary experience in the community development and/or social services sector is essential. Experience in a client facing community role is highly desirable.
- Working knowledge of social impact and/or evaluation theory, including but not limited to program logic and theory of change models
- Experience in designing and executing social research methods
- Demonstrated data analytics skills, both qualitative and quantitative
- Outstanding analytical and problem-solving skills, including the ability to handle ambiguity
- Excellent reporting writing, communication and presentation skills
- A desire to forge a career in social impact measurement

Your qualities

- Passionate about pursuing equity and social justice for all people
- Ambitious, with a desire to grow, progress and push boundaries
- Entrepreneurial and innovative, be a part of a small and growing business in its early stages
- Curious, social impact measurement is an emerging field – let's learn together!

