



JOB DESCRIPTION: PROJECT CO-ORDINATOR

Project Co-ordinator, Sefa (Social Enterprise Finance Australia)	
Reporting to	Head of Engagement The Head of Engagement is responsible for the strategic building of Sefa's professional service offering and developing partnerships to strengthen Australia's for-purpose financial ecosystem.
Position summary	<p>The Project Co-ordinator will be responsible for contributing to the successful delivery of a significant stream of advisory work that Sefa will be offering to purpose-driven organisations in NSW.</p> <p>The role will support the rapid establishment of a streamlined approach to service delivery so that potential clients are able to be effectively triaged, suitable terms of reference developed and the right advisory team mobilised to deliver the engagement. This is a key role, and our preferred candidate will have client service experience, be someone with attention to detail and who is able to keep multiple plates spinning at any one time.</p>
Location	Sydney with travel within Australia
Key responsibilities	<ul style="list-style-type: none">• Project manage the establishment of a streamlined approach for provision of advisory services for not-for-profit clients across NSW• Liaison with potential clients to understand their needs and their suitability for the advisory services that Sefa offers• Development of scopes of work and securing the right team of experts to deliver on that scope• Overseeing the contracting of subcontractors• Preparation of performance reporting• Contributing to the delivery of advisory services
Knowledge and Skills required	<p>Essential</p> <ul style="list-style-type: none">• Passion, energy, commitment and understanding of the impact investing / social finance / social enterprise sectors.• Demonstrated ability to multitask• Relationship building skills• Empathetic listening skills• Strong attention to detail• Comfortable using IT systems – excellent Microsoft office skills – including PowerPoint for presentations <p>Very helpful</p> <ul style="list-style-type: none">• Experience working with and acquitting government grants
Qualifications	Degree education or equivalent.
For more information, contact Hanna Ebeling: hanna.ebeling@sefa.com.au	



Sefa client, Nightingale Housing