

Position Description



CONSULTANT (SWITCHED-ON ENTERPRISES)

1. Position Summary

The Consultant is a member of a social enterprise engagement team within the Switched-On Enterprises project. Each engagement team will work with a particular social enterprise to develop a sound understanding of the operations, issues and goals of the enterprise. Through their own knowledge, as well as the resources available within Switched-On Enterprises, Consultants will create and tailor educational workshops and solutions to improve the performance of their respective social enterprise.

The Consultant reports to the Principal Consultant of their engagement team, and to the Project Managers of Switched-On Enterprises.

2. Selection Criteria

Positions Available: 2

Eligibility

1. Enrolled student at the University of Melbourne until at least December 2011
2. Willing to commit a minimum of five hours per week, excluding meetings, during non-exam periods
3. You agree to check your preferred email account daily and respond within 48 hours

General SIFE Selection Criteria

1. Passion and belief in helping others
2. Very strong commitment to the team
3. Advanced level of verbal and written communication
4. Ability to meet deadlines
5. High level of professionalism
6. Ability to work effectively in a team

Role Specific Criteria

1. Ability to work as a part of team
2. Strong analytical, research and problem solving skills
3. Strong interpersonal skills, ability to build rapport and communicate effectively
4. Strong written and oral presentation skills
5. Strong work ethic and ability to work on tasks with little or no supervision

6. High level of organisation and ability to manage multiple tasks within strict timelines
7. Ability to understand situations quickly and generate creative and innovative ideas
8. Desire and willingness to help others

Time Commitment

1. Weekly meeting with their engagement team (1 hour)
2. Fortnightly to monthly meeting with the social enterprise (1 hour)
3. Monthly Vision (whole team) meeting (3 hours)
4. Minimum of 6 hours per week during semester and 2 hours per week during exam periods (excluding meetings)

3. Responsibilities

Social Enterprise Engagement

- Development of an in-depth understanding of a social enterprise and build rapport with social enterprise personnel
- Identification of the knowledge and skills gap faced by a social enterprise
- Research and development of educational workshops to address identified issues and gaps
- Presentation of workshops and ideas to social enterprises and seek feedback
- Documentation of information via internal and external reports

4. Other Information

Organisation Unit

Students In Free Enterprise (SIFE) is a network of over 38,000 students, studying at more than 1,500 universities around the world, who endeavour to use classroom knowledge to address socio-economic problems in their local or international communities. With the assistance of academic and business leaders, SIFE students are committed to making a difference by creating sustainable economic opportunities for disadvantaged groups.

SIFE teams manage a diverse portfolio of projects, which operate on the principles of market economics, education and training, entrepreneurialism, financial management, business ethics and sustainability. At a global level, SIFE is supported by hundreds of leading companies and organisations that believe in securing a future led by ethical business leaders with a broad worldview and a commitment to helping others. Every year, SIFE students are changing the lives of millions of people, whilst developing the skills to become socially responsible business leaders.

The University of Melbourne SIFE team is helping those left out of the free market economy to gain the education, skills, and experience to achieve increased access, opportunity and success. They see growing social inequality and environmental degradation as market failures, and are working to close these gaps – one student-led initiative at a time – for positive change.

The University of Melbourne SIFE is the largest SIFE team in Australia with an active membership of 62 students who spend 22,978 hours annually on 3 projects. In

July 2007, the team was named SIFE Australia National Champions and reached the semi-finals of the SIFE World Cup in New York, representing Australia amongst the leading 44 teams from around the globe.