



Junior Project Support / Apprenticeship for Matter Solutions - Rome Office

Matter is part of the international network of professionals sharing facilitation methods and tools rooted in the MGTaylor collaborative methodology. Although this network numbers over 200 people, a core group of 20, based in Europe and North America, has been involved in our projects for the past 15 years.

Since 2005, we have worked with some of the most demanding and complex organisations in the world as they face different types of transformation: explosive growth, innovation, mergers, changed competitive landscape, globalisation. We believe that this diversity is a strength and celebrate it in all that we do.

Matter designs and facilitates large-scale collaborative workshops (face-to-face and virtually) tackling:

- strategic decision making and problem solving for large groups of people
- change management initiatives for organizations facing changed circumstances
- cross-functional collaboration among teams searching for shared vision and common approach to achieving it

Our client portfolio consists of around 40% private-sector and 60% global public sector.

AREAS OF WORK

The person we are looking for to support our team will be based in the Rome office and will be mainly focused on two areas of activities:

PROJECT MANAGEMENT (60%). His/her responsibilities will be the following:

- consolidate, populate, manage and update internal project management tools (mostly cloud-based)
- support the project lead in project planning (i.e., budget estimation, staffing and monitoring)
- support the project lead in structuring and writing pitches and client offers
- organize and document face-to-face and virtual meetings
- support the production of reports and meeting documentation to facilitate follow-up activities
- support Matter marketing initiatives and internal/external communication.

KNOWLEDGE WORK (40%). He/she will be asked to develop competencies and experience in supporting large-scale workshops for our clients, starting from:

- **Production and Documentation**
 - help research material (market research and sector-relevant analysis, articles, videos) that can be used for the design and facilitation of workshops

- support the project lead in preparing all the working material for workshops (including written instructions, agenda setting, pre-work for participants)
 - note-taking and archiving of key messages and outputs of group work that emerged during the workshop
 - support project lead/graphic facilitator with the layout, preparation and selection of relevant material for creating an engaging user experience
 - manage technology and communication with participants to ensure a smooth virtual experience (e.g., set up Zoom/Teams room, manage presentations, transitions from plenary to working groups) during virtual workshops
- **Environment & Logistics**
 - help the project lead/graphic facilitator prepare material for knowledge-sharing
 - during the event, help the project lead in setting plenary and breakout spaces, managing transitions between different activities
 - coordinate onsite with respective logistics focal point or building manager
 - coordinate event management tasks related to third-party providers: catering, technology, mobile environment.

SKILLS REQUIRED

This is a fast-moving role requiring great agility and flexibility of staff to switch from one client challenge to the next very quickly. While the emphasis will be on working with senior facilitators and solution designers to prepare and deliver large-scale collaborative workshops, there are also internal projects to be managed.

We are looking for a person that:

- communicates in fluent English (full working proficiency). Additional languages will be considered as an asset
- is available for frequent travel in Italy and abroad
- is ready to grow across roles within the team
- has strong digital skills: Microsoft Office toolkit (Word, Excel, PowerPoint), online tools (Skype, Zoom, Gsuite, Miro, Mural, Jamboard, etc.)
- has the right attitude: collaboration, curiosity, flexibility, and care and brings elements of *magic* into everyday work.

The position we are offering is a full-time contract with possibilities of further growth and development within the company.

Please share your CV and a Cover Letter in English at: info@mattergroup.com

We can't wait to see what you can bring to our team!

You can learn more about who we are and what we do here:

- <https://www.mattergroup.com>
- <https://www.linkedin.com/company/matter-group/>