



Position Description

Position Details

Title:	Project Coordinator
Organisation:	Albury Wodonga Regional FoodShare (FoodShare)
Reports to:	CEO
Employment Conditions:	Individual Employment Agreement consistent with National Employment Standards subject to FoodShare policies and procedures (and as varied from time to time)
Performance Review:	Annually or as requested
Location:	Unit 1/10 Stead Street, Wodonga or elsewhere as reasonably directed by the employer and in consultation with you
Contract:	Expiry 30 June 2027

Position Purpose

Lead FoodShare projects in line with the strategic plan and grant objectives to meet the food relief needs of the community. This position will be responsible for the project management of the expansion of FoodShare under the Environment Protection Authority (EPA) Food Rescue Grant.

About Albury Wodonga Regional FoodShare

Our vision: No-one in our local communities goes hungry.

Our mission: To reduce food insecurity in our local communities by ensuring:

- Stability, efficiency and sustainability of food supply
- Accessibility and connectivity of food relief services across our catchment
- Visibility and understanding of food insecurity/relief
- The legitimacy of AWRFS in leading and supporting those working to address food insecurity across our catchment

Our values	
Social Justice	We believe all people have the right to adequate amounts of nutritious culturally appropriate food without the need for emergency relief.
Empowerment	We build on people's strengths and enable them to speak and act for themselves and create their own way outs of poverty.
Efficiency	We work efficiently, making the most of our time, money, food, and resources and reduce waste with creative solutions.
Sustainability	We minimise the carbon footprint of food production, transport, manufacturing, storage and distribution.
Collaboration	We seek and achieve successful strategic partnership to maximize our common goals.
Innovation	We think and work strategically to innovatively solve problems and strive to address our purpose.
Health	Highly nutritious food is a must for everyone - we seek it, we provide it and education about it.
Diversity	We leverage the strengths offered by diversity and see this as an opportunity for success.
Integrity	We are honest, open and responsible in all our interactions.

Key Responsibilities

- Lead FoodShare projects in line with the strategic plan and grant objectives to meet the food relief needs of the community.
- Manage the expansion of FoodShare through the implementation of the Environment Protection Authority (EPA) Food Rescue Grant.
 - Establish food rescue partnerships to source additional food donations, primarily across Southern NSW.
 - Develop and document partnership and donation conditions (including risks and opportunities) with each food donor.
 - Collaborate with FoodShare staff to optimise transport and logistics, aiming to reduce food transport costs/mileage.
 - Establish new food relief partners (primarily across Southern NSW) to directly support those in the community experiencing financial hardship with access to quality nutritious food and daily necessities.
 - Develop, monitor progress and report against detailed project management plans and respective budgets to achieve organisational goals and objectives.
 - Report and analyse data to evaluate and demonstrate the impact of the project.
- Collaborate with FoodShare staff to increase the capacity and efficiency of food relief operations to improve access and supply of nutritious and culturally appropriate food for vulnerable population groups across the Albury Wodonga region.
- Work in partnership and communicate effectively with the FoodShare CEO, staff, volunteers and stakeholders to ensure FoodShare is directly reaching those in the community experiencing financial hardship.
- Support positioning FoodShare as a respected leader in the food relief space among key stakeholders by maintaining effective relationships.
- Prepare and maintain well structured records of all activities, communication and contacts.
- Attend and participate in necessary meetings and maintain up to date awareness of FoodShare activities.
- Support FoodShare programs and projects in line with strategic and operational plans.

Quality, Safety, Risk and Improvement

- Maintain a safe working environment for self, colleagues and members of the public
- Comply with all relevant standards, regulations and legislative requirements
- Contribute to the delivery of the AWRFS strategy as required
- Expand the AWRFS network through the development of new and beneficial relationships

KPIs

To be developed with the employee within four weeks of commencement.

Selection Criteria

- Proven leadership to achieve organisational goals and objectives within a medium-sized organisation within a dynamic environment.
- High level experience in delivering projects that met or exceeded key objectives, developing reporting tools to monitor outcomes and managing projects to budget.
- Demonstrated high level interpersonal skills as well as excellent written and oral communication skills and exceptional stakeholder engagement experience.
- Strong analytical skills with a commitment to transparency and accountability.
- An ability to exercise high level judgement and decision making whilst working with competing priorities.
- Good working knowledge of the operational requirements of charitable organisations and working with volunteers.
- Possess relevant tertiary qualifications (degree level). Experience in successfully supporting management in a medium to large organisation within a not-for-profit environment is considered highly desired. Lesser qualifications with significant experience will also be considered.
- Proficiency in commonly used software such as MS Word, Excel, PowerPoint and Outlook as well as database management applications.

Additional Requirements

- Drivers license
- National Police Records Check
- NSW and VIC Working with Children Check
- The role may be required to take on other duties as required from time-to-time with the aim of ensuring the effectiveness and development of AWRFS

Inherent Requirements

FoodShare has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others. The position may require the following tasks among other things:

Clerical/ Administration Role
<ul style="list-style-type: none">• Manual handling (pushing, pulling, lifting, holding, carrying)• Sitting, standing, bending, reaching• Computer work, data entry• Operating equipment• Use of personal protective equipment• General waste handling• Driving motor vehicles• Dealing with anxious or upset consumers or members of the public• Work at other locations may be required

Reviewed by:	Katrina Pawley (CEO)
Date Issued:	August 2024
For Review:	Annually

I acknowledge:

- That I have read and fully understand the Position Description and inherent requirements of the position
- I agree that I have the physical ability to fulfil the inherent requirements of the position and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- Albury Wodonga Regional FoodShare may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the offer of employment that I will sign, outlining the terms and conditions of my employment.

Accepted by:

Employee Signature

Date

Print Name