



Position Description

Position Details

Title:	Assistant Manager
Organisation:	Albury Wodonga Regional FoodShare (AWRFS)
Reports to:	General Manager
Direct Reports:	Nil
Employment Conditions:	Individual Employment Agreement consistent with National Employment In accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 as well as AWRFS policies and procedures (and as varied from time to time)
Performance Review:	Upon completion of probationary period (3 months) and annually or as requested
Location:	AWRFS Warehouse Unit 1/10 Stead Street, Wodonga or elsewhere as reasonably directed by the employer and in consultation with you

Position Purpose

Work in partnership with the AWRFS General Manager to lead FoodShare in line with the strategic plan to meet the emergency food relief needs of the community. The Assistant Manager will be responsible for the project management of the development and expansion of AWRFS under the Victorian Government's Regional Food Hub project, including the transition to a social enterprise model. This includes the establishment of a shop and logistics associated to directly support those in the community experiencing financial hardship so that they have access to quality nutritious food and daily necessities through the Community Pantry Shop and Hamper Program.

About AWRFS

Our vision: To provide an efficient, sustainable and collaborative approach to addressing food insecurity among people experiencing hardship in our region.

Our mission: We work together to maximise the volume and nutritional quality of food for people in need and create pathways out of poverty through training. Education, employment and volunteer opportunities.

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

- Work in partnership and communicate effectively with the FoodShare General Manager, staff, volunteers and stakeholders to ensure AWRFS is directly reaching those in the community experiencing financial hardship.
- Assist the General Manager to lead FoodShare in line with the strategic plan to meet the emergency food relief needs of the community and the implementation of the Victorian Government's Regional Food Hub project
- Assist in reporting the progress of the development and expansion of AWRFS services in relation to the Food Hub to both internal and external stakeholders.
- Contribute to AWRFS' financial sustainability through managing the transition to a social enterprise model and develop reporting tools to monitor the effectiveness.
- Establish a Community Pantry Shop 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.
- Maintain organised and efficient records as well as utilise appropriate technology including Microsoft Office and database software.
- Attend and participate in necessary meetings and maintain up to date awareness of AWRFS activities.
- Support AWRFS programs and projects in line with the strategic and operational plan.

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.

Selection Criteria

- Proven operational leadership to achieve the organisational goals and objectives within a medium sized organisation within an environment that can be changing and dynamic.
- 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 as well as ability to exercise high level judgement and decision making whilst working under pressure with competing priorities.
- Good working knowledge of charitable organisations and working with volunteers.
- Possess relevant tertiary qualifications (degree level) with experience in successfully supporting management in a medium to large organisation within a not for profit environment 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

Inherent Requirements

AWRFS 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:	Peter Matthews (General Manager)
Date Issued:	March 2021
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