



## Position Description

### Position Details

<b>Title:</b>	Fundraising Coordinator
<b>Organisation:</b>	Albury Wodonga Regional FoodShare (AWRFS)
<b>Reports to:</b>	CEO
<b>Direct Reports:</b>	Nil
<b>Contract:</b>	12 hours per week on a 12-month contract (extension dependent on funding)
<b>Employment</b>	Individual Employment Agreement consistent with National Employment
<b>Conditions:</b>	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)
<b>Performance Review:</b>	Upon completion of probationary period (3 months) and annually or as requested
<b>Location:</b>	Unit 1/10 Stead Street, Wodonga or 81 Wigg Street, Wodonga or elsewhere as reasonably directed by the employer and in consultation with you

### Position Purpose

To acquire funding for AWRFS through grant opportunities as well as coordinate fundraising activities to contribute to AWRFS' sustainable financial viability to ensure quality nutritious food is available across the region to reach those in the community experiencing financial hardship.

### 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**

- Apply for funding through grant opportunities and prepare acquittal reports as required.
- Contribute to and lead the implementation of fundraising initiatives for FoodShare.
- Prepare content for and manage FoodShare's social media platforms.
- Provide support to the CEO in stakeholder engagement activities and develop communications materials as required.
- Provide administrative support as required to assist with day-to-day operations.
- Work in partnership and communicate effectively with FoodShare staff, volunteers and stakeholders as required to obtain funding to support FoodShare.
- 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 FoodShare activities.
- Support FoodShare 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**

- Experience in coordinating fundraising activities as well as grant and/or report writing is highly desirable.
- Background in managing social media platforms is highly desirable.
- Demonstrated experience in liaising with a network of stakeholders and developing communications materials.
- Excellent written and oral communication skills.
- Proficiency in commonly used software such as MS Word and Excel as well as database management applications.
- Good working knowledge of charitable organisations.

**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"><li>• Manual handling (pushing, pulling, lifting, holding, carrying)</li><li>• Sitting, standing, bending, reaching</li><li>• Computer work, data entry</li><li>• Operating equipment</li><li>• Use of personal protective equipment</li><li>• General waste handling</li><li>• Driving motor vehicles</li><li>• Dealing with anxious or upset consumers or members of the public</li><li>• Work at other locations may be required</li></ul>

Reviewed by:	Katrina Pawley (CEO)
Date Issued:	November 2023
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