



Position Description

Position:	Food Swap Project Officer
Type:	Fixed term position from 22 nd January. 2022.
Award:	Employment is under the Neighbourhood Houses and Adult Community Education Centres Agreement 2016. Copy of the agreement is held in the office.
Pay and Classification:	The current part time hourly rate is \$40ph (\$39.51) per hour. The classification is Schedule 3B: Community Development Workers, Level 4.3; according to Neighbourhood Houses and Adult Community Education (NHACE) 2016 pay table.
Days and Hours:	5 hours per fortnight: Every second Saturday 10.00am – 12.30pm (during school terms only), and 2.5 hours for admin work <u>every second week</u> (during a weekday -day and time negotiable).
Superannuation	HESTA scheme
Other:	All employees of RFSCH are bound by the approved policies and procedures of RFSCH. All employees must have a current Police Record Check and a proof of fully COVID vaccination.
Employment Condition	Subject to funding availability.
Line of accountability	Report directly to Coordinator.

POSITION PURPOSE

On behalf of Rosanna Fire Station Community House (RFSCH) the Food Swap Project Officer will coordinate the Veggie Swap and Community Shared Cart Programs. including:

- Packing and unpacking of food on the food swap days and maintaining a clean area.
- Coordinate the veggie swap and shared cart programs at the Community House.
- Using COVID safety practices.

With a strong strengths- and values-based approach, will provide a welcoming approach to all people attending the Veggie Food Swap and Community Shared Cart events.

This role is based on site at the Community House with some off-site work (administration duties).

ORGANISATION OVERVIEW

RFSCH is a not-for-profit, incorporated association. It welcomes people of all ages and abilities. We provide low cost, affordable educational, recreational, social, community connected courses and activities in a warm, friendly, supportive, and comfortable environment to people with all abilities.

MISSION

To connect people in our local community by providing opportunities for those who participate, including disadvantaged individuals, to learn, teach, reduce social isolation by making friends and give mutual support in an ethnically diverse, comfortable, accepting, co-operative, welcoming, friendly, and informal environment

COMMUNITY FOOD PROGRAMS AT RFSCH

Foodbank

We work in partnership with Foodbank to meet the immediate needs of local families and individuals suffering hardship. The non-perishable food is available for people in need.

Diamond Valley Community Support (The Food Collective)

DVCS Food Collective is a local service of delivery and donation partners, community organisations and individuals working together to address food security challenges for vulnerable and disadvantaged community members in the Diamond Valley Region. RFSCH now receives regular food parcels from the DVCS.

Grow Free – Community shared cart

Community herbs grown by the community, for the community. This is a perpetual sharing cart for home produce, preserves and the like, provided by Grow Free.

Food Pantry

We have a food pantry located at the front of the House, which is regularly stocked with non-perishable, and within their use by date items.

Our aim is to meet the immediate needs of local families and individuals experiencing hardship.

KEY RESPONSIBILITIES

- Strengthen and build new community relationships and partnerships with the local community and stakeholders
- Liaise with the Coordinator on current food suppliers
- Oversee the program management of the Veggie Food Swap and the Community Shared Cart; including but not limited to the coordination of appropriate food safety handling practices and COVID-19 safe processes
- Strengthen and develop new relationships with community organisations, supermarkets, and local businesses
- Actively promote the House's programs and services

- On the Veggie Food Swap and Community Shared Cart days, provide a welcoming and supportive environment for all community members, including those with disabilities, in an empathetic, non-judgemental, non-critical manner.
- Maintain stocktake of food items.
- Keep updated records of food swap program.
- Maintain notice board and information displays.
- Develop a marketing plan to promote the programs to the local and wider community and provide any advertising material to the Marketing and Promotions Officer to advertise on behalf of the House.
- Support the House's marketing of programs and distribute promotional material as required.
- Support community events aligned with our event's calendar.
- Perform administration duties as required.
- Participate in and identify personal development and training opportunities.
- Participate in information sharing between staff and other stakeholders.

Essential:

- Well-developed written and oral communication skills.
- The ability to work flexibly, independently and creatively in a demanding non-profit environment.
- Demonstrated experience in managing projects.
- Demonstrated organisational and time management skills; extremely reliable.
- Ability to work autonomously, set priorities, meet deadlines, and be responsive to a changing environment.
- Relevant qualification in Food Handling.
- Knowledge of the community sector.
- An interest in nutrition.
- Build on existing relationships with food providers and develop new relationships.
- Develop information packs for the local community about the food swap programs.
- Promote the Food Swap Project.

ABOUT YOU

- Interested in local sustainable food systems and waste reduction.
- Excellent ability to communicate with people from diverse backgrounds and strong relationship management skills
- Excellent written and verbal communication skills
- Highly organised and demonstrated ability to work independently.
- Resonate with our values and bring kindness, a willingness to listen and positivity to how you work.
- Experience in working with and engaging the local community.
- Experience working across community program activities and/or projects.
- Friendly approach to community members and colleagues, in order to build strong relationships.
- Respect for colleagues and community members.

SELECTION CRITERIA

Conditions include/require:

- Police Check (mandatory).
- A proof of fully COVID vaccination.
- Working hours, pay and conditions are as per sessional contract. Employment depends on funding.
- Participation in an annual Staff Appraisal is required.

APPLICATION PROCESS

Closing Date: 19th Nov. 2021

Please email your application to coordinator@rfsch.org

Essential selection criteria must be addressed. Details of at least two referees to be provided upon request.

For further information contact the Coordinator on 9458 1935.