



OzHarvest | Job Description

Your Position Title:	Nutrition Education Program Coordinator (QLD NEST Program Coordinator)
Your Department:	Education (NEST)
You'll Report to:	Elisha West, National NEST Program Manager
Your direct reports:	N/A
Classification :	Fixed term contract
Headcount or Hrs/wk :	30.5 (0.8 FTE)
Date :	3 rd May 2021 – 2 nd September 2022 (with view to extend)

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes : National NEST Program Manager, State Manager, OzHarvest management and staff including OzHarvest drivers, interstate team members, NEST team, Volunteer Coordinator, OzHarvest volunteers.

You'll also work with external stake holders including: Other professional Nutritionists and Dietitians; Recipient agency managers, social workers, case workers; the general public, including staff involved in food preparation at participating agencies, food donors and recipients; agency clients; Corporate participants; support chefs; food suppliers; strategic partners, service providers and contractors.

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

The primary role of QLD NEST Program Coordinator is to ensure that the NEST (Nutrition Education Skills Training) program is coordinated and delivered in line with current OzHarvest practices, funding commitments, and project aims.

NEST is a six-week nutrition and health education program teaching adults easy ways to cook and eat healthily on a tight budget through a series of practical and fun workshops. The NEST Program aims to educate people who face food insecurity to change their perceptions, attitudes and



behaviours, thereby leading to healthier lives, independent living, self-reliance and improved general and mental health.

OzHarvest's NEST Program Coordinators travel to charitable agencies each week with all the food, equipment, and educational materials required for the program. Each 2.5-hour session includes a series of fun experiential nutrition and food literacy activities, practical cooking lessons, and culminates in the sharing of a meal together. <https://www.ozharvest.org/what-we-do/nest-nutrition-education/>

Your Responsibilities

The role will involve:

- Coordinating the NEST Program bookings and delivery to organisations across Brisbane, Gold Coast, Sunshine Coast, and Toowoomba region to successfully meet program delivery KPIs.
- Delivering the established nutrition education and practical cookery program to vulnerable groups within the community in accordance with current trainer's handbook and internal processes.
- Working with the National NEST Program Manager and State Manager to source funding opportunities, ensure funding commitments are achieved and maintain overall program sustainability.
- Maintain NEST database, provide NEST updates on workshop delivery, and participation in fortnightly/weekly collaborative NEST team videoconference.
- Undertake administrative duties required for the position including maintaining comprehensive database records on OzHarvest's CRM system Salesforce, expenditure records and up-to-date filing.
- Report on the delivery of NEST programs to fulfil OzHarvest aims and goals and relevant funding requirements as required.
- Maintenance and accountability of NEST equipment and teaching resources.
- Training and supervision of university students and volunteers involved in the NEST workshops and nutrition projects.
- Completion of Police check, Working with Children Clearance, internal Manual Handling Course.
- Provide feedback to OzHarvest management with suggestions and action plans for continuous improvement.
- Research and stay up to date with best practices in education, public health, and nutrition.
- Other duties related to NEST and OzHarvest as required.

Your Key Performance Indicators

- Successfully coordinate and deliver 24 x 6-week NEST programs across 4 Queensland regions (Brisbane, Gold Coast, Sunshine Coast, and Toowoomba)
- Soundly deliver each NEST program to meet key program objectives.
- Secure ongoing funding for the NEST program together with National NEST Program Manager, State Manager, and Impact team.



Personal Specifications

Qualifications

- **Minimum bachelor degree qualification in Nutrition/Dietetics, or higher**
- Current First Aid Certificate and CPR certificate
- Working with Children Check
- Police Check
- Car License, own vehicle for work travel, and flexibility and ability to travel across Queensland to deliver off-site workshops.
- Completion of Manual Handling Course

Skills, Knowledge & Experience

- 2+ years related experience in field of nutrition/dietetics
- Ability to research, analyse and apply current information on nutrition, food literacy, health education and environmental sustainability.
- Comfortable to engage with individuals from low socio-economic areas, indigenous or CALD communities.
- Demonstrated ability to deliver small group training workshops.
- Competent cookery skills and confident in a kitchen environment
- High level interpersonal, verbal, and written communication skills including the ability to build positive networks with a diverse range of internal and external stakeholders, such as suppliers, beneficiaries and program sponsors as well as participants from low socio-economic groups who have potentially been exposed to a range of challenging circumstances, environments and situations.
- Ability to manage multiple projects at one time, good time management, and prioritisation skills.
- Experience or strong understanding of nutrition program evaluation – data collection and analysis.
- Demonstrated effective PC skills including MS Office, FoodWorks, and other related applications packages (including reporting).
- Dependability and accountability
- Ability to collaborate with other state team members towards a national goal

Personal Abilities and Aptitudes

- A strong commitment and enthusiasm towards the vision of OzHarvest
- Energetic, positive and proactive; with a drive for achieving targets and growth
- Warm, friendly, and approachable
- Ability to work autonomously or as part of a team
- Excellent communication and interpersonal skills, including strong written, presentation and verbal skills across phone and email and in person
- Great organisational skills and the ability to prioritise tasks
- Team-orientated and solution focused approach
- Flexibility in delivery of the program to adapt to agency needs whilst still maintaining the philosophy of NEST and its goals
- Ability to coordinate administration and other projects in a time pressured environment



- Excellent attention to detail and a strong customer service approach

Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employee Name: _____

Signature: _____ **Date:** _____

OzHarvest Policies that apply to this role:

- Covid Policy
- Code of Conduct Policy
- Employment policy
- WHS Policy
- Leave Policy
- Flexible Work Arrangements Policy
- Communications Policy