



OzHarvest | Job Description

Your Position Title:	Mobile Market Project Assistant
You'll Report to:	Mobile Market Project Lead
Classification :	Contract – 6 months with potential to extend
Headcount or hrs/wk	Full time
Date :	October 2021

Your Key Relationships

Internal: OzHarvest Mobile Market (OMM) Project Lead, NSW Operations team including Food Supply Lead and NSW Operations Lead, NSW State Manager, National Media team, Volunteer Coordinator and OzHarvest volunteers.

External: Charity agencies and community groups, regional NSW councils, food suppliers and producers, contractors, food recipients.

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 OzHarvest Mobile Market (OMM) delivers fresh food to struggling communities throughout regional NSW. Each week two vans set out for a week-long journey, staffed by our OMM Ambassadors. The Project Assistant role is office-based (Alexandria HQ and working from home), supporting the Project Lead to deliver safe, consistent and effective food relief in regional NSW. This includes coordinating the wider OMM NSW team (8-10 people), managing weekly logistics and liaising with external stakeholders. You will also backfill the OMM Project Lead when required and have the opportunity to contribute to long term strategy and planning.

Your Key Responsibilities

Project logistics and administration

- Maintain and prepare van loading areas and equipment
- Liaise with Food Supply Lead about food orders
- Send concise weekly instructions to team
- Respond to on-road changes
- Respond to weekly feedback from on-road team
- Identify operational and process improvements to make OMM more efficient and effective
- Book hotels
- Filing and record-keeping



- Workplace health and safety processes

External relationships

- Build relationships with local partners via phone and email
- Respond sensitively to requests from individuals and groups requesting food relief
- Liaise professionally with regional charity partners, councils and individual food recipients

Cross-project support

- Backfill for the Project Lead when required.
- Contribute to long-term planning and strategy, including future service design

Personal Specifications

Qualifications

- Current driver's car licence
- Current and Valid Police Check
- First Aid Certificate (desirable)
- Full Covid vaccination certificate

Skills, Knowledge & Experience

- Office-based logistical planning experience
- 3 + years' experience in a fast-paced office environment (preferred)
- 1+ year experience in a physical logistics support environment (preferred)
- Strong computer skills (Microsoft Office including Excel and Outlook) and aptitude to learn new systems quickly
- Thorough understanding of the OzHarvest cause and values
- Experience in managing internal and external relationships with stakeholders, particularly volunteers
- Excellent problem solving and planning skills, balanced with ability to react quickly to events and to prioritise in a fast-moving environment.
- Skills in event and activity management and volunteer leadership
- Well-developed time management and organisational skills

Personal Abilities and Aptitudes

- A strong commitment and enthusiasm toward the purpose and values of OzHarvest
- Energetic, positive and proactive
- Ability to manage multiple stakeholders and multiple tasks
- Ability to both work together to achieve team goals and work independently
- Strong communications skills and the ability to build and nurture relationships
- Strong customer service approach
- Ability to work effectively under pressure
- Willingness to jump in, help out and learn on the job

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.

Employees Name: _____

Signature: _____ **Date:** _____