



OzHarvest | Job Description

Your Position Title:	Nourish Program Support - Adelaide
Your Department:	Education
You'll Report to:	Nourish Program Lead Trainer
Classification:	Part Time – closed period
Headcount or Hrs/wk:	3 Days per week
Date:	November 2021

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes OzHarvest management and staff, volunteers, mentors and stakeholders.

You may also work with external stake holders under the request and guidance of the Lead Trainer.

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 Nourish Program Support role is to assist and support the Nourish Program Lead Trainer in the preparation and end of day requirements for class delivery and to support staff, students and volunteers on class delivery days. This includes supporting in both the theoretical and practical components of the program.

The role includes a requirement to provide guidance and support to the participants during the program. It involves helping them to achieve their educational and developmental potential, navigate personal and social situations, and facilitating opportunities for the individual to build community connections.

Your Responsibilities

Program Support

- Support the Lead trainer in the facilitation of course content when required
- Liaison with staff, volunteers and associate organisations
- Support the Lead Trainer in the recruitment of new students when required
- Support and supervision of Nourish Program volunteers
- Support the Lead Trainer to liaise with industry professionals when required
- Support the Lead Trainer on administrative tasks when required
- Following codes of conduct, duty of care and privacy of participants
- Ensure adherence to best practice policies, processes and procedures and good governance

**Student support**

- Learning support for all students both in theory and practical training. This may include one on one support for students who need specific assistance.
- Supporting the students through work experience activities during the program.

Personal Specifications**Qualifications**

- Relevant qualification in commercial cookery – Certificate II in Kitchen Operations
- Certificate IV Training and Assessment: TAE40116 or TAE40110 and the following two units of competency: TAELN411 Address adult language, literacy and numeracy skills, TAEASS502 Design and develop assessment tools
- First Aid Certificate
- Possess or ability to obtain a National Police Check
- Possess or ability to obtain a Working With Children Check
- Full driving licence

Skills, Knowledge & Experience

- Minimum 3 years' experience working as a chef in a commercial kitchen
- Minimum 2 years' experience in facilitating formal training and assessment
- People management experience
- Have strong professional boundaries
- Great organisational skills and the ability to prioritise tasks and time manage
- Strong attention to detail with administration work
- Database management experience
- Excellent communication and interpersonal skills, including strong written, presentation and verbal skills across phone, email and in person
- Proficiency and accuracy in Microsoft Office including; Word, Excel, PowerPoint, Outlook
- Capability to embrace use of task management software e.g. Trello

Personal Abilities and Aptitudes

- A strong commitment and enthusiasm toward the vision of OzHarvest
- Energetic, positive and proactive
- A natural affiliation with young people and the capability to work as a mentor
- A non-judgemental attitude, compassion and empathy
- Flexibility to work well under pressure and in a changing environment when required

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.

Employee Name: _____

Signature: _____ **Date:** _____

•