



OzHarvest | Job Description

Your Position Title:	Education Coordinator (Perth)
Your Department:	Education
You'll Report to:	FEAST Program Manager
Classification :	Fixed Term Contract
Headcount or Hrs/wk :	22.5 hours/per week- 3 days a week

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes the FEAST Program Manager, WA State Manager, FEAST Team, Education Team, Impact Team, State Fundraising Coordinators and OzHarvest Staff and Volunteers.

You'll also work with external stake holders including Corporate partner/s, Government agencies and participating schools.

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 the Education Coordinator (Western Australia) is responsible for coordinating the roll out the Food Education and Sustainability Training (FEAST) Program across Western Australian schools and supporting the delivery of OzHarvest School Engagement offerings. The coordinator will assist in evaluating the FEAST Program and research best practices in education, sustainability and nutrition.

OzHarvest's FEAST Program empowers students to be change makers in their communities by improving their nutritional literacy, food waste awareness and impact on the environment. The program provides;



- Curriculum package for schools including unit of inquiry, lesson plans and student activities to support schools in implementing the Year 5 and 6 (9 to 12-year-old) and Year 7 & 8 (13 to 15-year-old) Australian Curriculum and in Science, Technology, Engineering and Mathematics (STEM) and in Design and Technologies.
- Kitchen kits to ensure food education is accessible to all children and the school community
- An engaging online platform for students and teachers to access FEAST Program resources and share information and ideas
- Teacher professional development to deliver the FEAST Program unit of work

www.ozharvest.org/feast/

Your Responsibilities

Key Responsibility Area 1: FEAST program roll-out and launch

- Coordinate the FEAST Program roll out to primary schools across Western Australia
- Utilise OzHarvest's CRM (Salesforce) to document and track FEAST schools and ensure all FEAST school record keeping is kept up to date
- Coordinate teacher online and face-to-face training including recording bookings via OzHarvest's CRM system Salesforce, facilitate training to ensure teachers are confident to deliver FEAST and work with State Government teacher training authority if certification is required
- Engage, train and supervise volunteers involved in the FEAST cooking workshops and school presentations
- Evaluate the FEAST program and work with the FEAST program manager to implement changes into the roll out plan
- Monitor, review and maintain existing education networks and partnerships in order to develop a robust pipeline of FEAST engagement opportunities
- Cultivate and nurture strong day-to-day relationships with existing corporate and community partners

Key Responsibility Area 2: FEAST development and engagement

- Coordinate FEAST School Engagement presentation offerings across Western Australia
- Collaborate with the FEAST Manager on all aspects of corporate and community engagement strategy to grow the FEAST program nationally
- Ensure all FEAST Education networks and partnerships are tracked in OzHarvest's CRM (Salesforce)
- Represent the FEAST program to internal and external stakeholders in a way that reflects the values of OzHarvest
- Development of new FEAST initiatives and engagement offerings together with the FEAST Program Manager
- Research and stay up to date with best practices in education
- Provide feedback to OzHarvest management with suggestions and action plans for continuous improvement



Your Key Performance Indicators

- Work with the OzHarvest FEAST Team and Western Australian State Team to launch and roll-out FEAST across Western Australia
- Support grant-funding commitments by enrolling a minimum of 45 schools in the FEAST program and provide school presentations to a minimum of 10 schools in 2022
- Work with our corporate, government and community organisations by providing a minimum of 20 FEAST volunteer opportunities including presentation assistance (face-to-face or via webinar) and FEAST program assistance
- Working with OzHarvest's Education Communications Coordinator to create proactive communication strategies to help raise awareness and support for the FEAST program

Personal Specifications

Qualifications

- **Degree or higher in High School or Primary Education**
- A valid and current Australian driver's license and access to a vehicle
- Nutrition, Hospitality and/or Environmental Sustainability background
- Completion of Manual Handling Course
- Current First Aid Certificate or Equivalent
- A valid Working with Children Check (WWCC)
- A valid Police Check

Skills, Knowledge & Experience

- Ability to research, analyse and apply current information on the Western Australia Curriculum Outcomes, Australian Curriculum, health education and environmental sustainability
- Commitment to addressing equality and an understanding of the issues that impact on program delivery in relation to social disadvantage, Indigenous or CALD communities
- Demonstrate ability to engage with and nurture productive and effective relationships with Government Departments, councils, community and corporate partners and participating schools
- Competent and confident in a kitchen environment
- Solid understanding of nutrition and/or environmental sustainability
- Excellent public speaking, proposal writing, persuasion and closing skills
- Ability to motivate and work successfully with volunteers, staff and other people within varied interests and backgrounds
- Strong proficiency and accuracy in Salesforce and Microsoft Office Suite including; advanced Word, advanced Excel, competent PowerPoint and competent Outlook application
- CRM expertise in Salesforce, KPI reporting, Adobe Creative Suite, Excel proficiency and Microsoft Office



- Experience in using Go1 and online survey systems such as Google Drive
- Solid understanding of OzHarvest and its various programs

Personal Abilities and Aptitudes

- Excellent communication and interpersonal skills, including strong written, presentation and verbal skills across digital platforms, on the phone and in person
- Strong communications skills and the ability to build relationships with both internal and external stakeholders
- Ability to communicate with a diverse audience
- Energetic, positive, proactive attitude
- Ability to identify and problem solve issues that arise with creativity and initiative
- Great organisational skills and the ability to prioritise tasks and time manage; flexible and highly responsive to changing priorities and circumstances
- A commitment to self-improvement and self-development
- Dependability and accountability
- The flexibility to work out of hours and for extended hours during peak periods

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