



OzHarvest | Job Description

Your Position Title:	Nutrition Education Program Coordinator (NEST Program Coordinator)
Your Department:	NEST
You'll Report to:	NEST National Manager & NSW State Manager
Classification :	Fixed Term Part-Time Contract
Headcount or Hrs/wk :	30.4 hours per week
Date :	August 2022

Your Key Relationships

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

You'll also work with external stakeholders including *Liaises with* Professional Nutritionists and Dietitians; Recipient agency managers, social workers, caseworkers; 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.

NEST Program

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/>

About the role

The purpose of the NEST Program Coordinator is to coordinate the delivery of NEST (Nutrition Education Skills Training) in line with current OzHarvest practices, funding commitments, and project aims.

The NEST Program aims to educate people in need and 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.

Your Responsibilities

- Coordinate the NEST Program bookings and delivery to organisations across the Greater Sydney region to successfully meet program delivery KPIs
- Delivery of established nutrition education and practical cookery program to vulnerable groups within the community following the current trainer's handbook and internal processes
- Work with Oz Harvest State Manager and National Program Manager to source funding opportunities, ensure funding commitments are achieved and maintain overall program sustainability
- Maintain NEST database, provide Bi-Monthly 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 and an understanding of the OzHarvest Safe Food Handling Policy
- Provide feedback to OzHarvest management with suggestions and action plans for continuous improvement
- Research and stay up to date with best practices in education and nutrition
- Other duties related to NEST and OzHarvest as required

Personal Specifications

Qualifications and Experience

Essential:

- **Minimum bachelor degree qualification in Nutrition/Dietetics, or higher**



- Current First Aid Certificate or equivalent
- Working with Children Check
- 2+ years related experience in nutrition/dietetics
- Experience working with vulnerable persons and those from disadvantaged backgrounds
- Experience in the facilitation of group workshops
- Experience in administration and project management
- Car License, own vehicle for work travel, and flexibility to deliver off-site workshops
- Completion of Manual Handling Course

Desirable:

- Previous experience working within education /social work fields or volunteering in organisations that provide services to vulnerable groups within the community
- A good understanding of potential challenges associated with those at risk of homelessness
- Food Safety Supervisor Certificate
- Experience working within Salesforce or similar CRM
- Cookery qualifications, or a strong interest and experience in home cooking

Skills, Knowledge & Experience

- 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)
- Current Driver's Licence and willingness to drive in the course of work along with current First Aid Certificate (or equivalent) and successful completion of a manual handling course
- 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
- 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 programme to adapt to agency needs whilst still maintaining the philosophy of NEST and its goals
 - Ability to coordinate the 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 understood 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