



## OzHarvest | Job Description

<b>Your Position Title:</b>	<b>Nutrition Education Program Coordinator (NEST Program Coordinator)</b>
<b>Your Department:</b>	Education (NEST)
<b>You'll Report to:</b>	National NEST Program Manager
<b>Classification :</b>	12-month contract Fulltime
<b>Headcount or Hrs/wk :</b>	38 hours per week
<b>Date :</b>	2023

### Your Key Relationships

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

You'll also work with external stakeholders including: Other professional Nutritionists and Dietitians; Charitable agency staff and clients, university placement staff and students, government and council staff, and corporate partners.

### 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 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.

This includes building and fostering relationships in the community with local charitable agencies and supporters to promote and support the program and OzHarvest. The overall facilitation of the program and management of participants, staff and volunteers engaged with NEST.

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 6 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:

#### Key Responsibility Area 1: NEST program coordination and administration

- Coordinate the NEST Program bookings and delivery to organisations across Greater Sydney region to successfully meet program delivery KPIs.
- Utilise OzHarvest's CRM (Salesforce) to document and track NEST bookings and ensure all NEST program record keeping is kept up to date.
- Engage, train and supervise volunteers involved in the NEST program.
- Evaluate the NEST program and work with the NEST Program Manager to implement changes into the program content and delivery.
- Monitor, review and maintain existing charitable agency networks and partnerships in order to develop a robust schedule of NEST program delivery opportunities.
- Work with the NEST Program Manager and State Manager to source funding opportunities, ensure funding commitments are achieved and maintained for Greater Sydney region program sustainability.
- Provide updates and reports to financial supporters in consultation with the NEST Program Manager.
- Maintain all NEST cooking equipment and educational resources.
- Liaise, train, and supervise university Nutrition and Dietetic placement students involved in the NEST workshops and nutrition projects.
- Cultivate and nurture strong day-to-day relationships with existing university, community, council, and corporate partners.

#### Key Responsibility Area 2: NEST program delivery and engagement

- Be the public face of the OzHarvest NEST program in Greater Sydney region, in consultation with the NEST Program Manager.
- Facilitate all components of the evidence-based NEST program to vulnerable groups within the community in accordance with current trainer's handbook and internal processes.
- Ensure flexibility in delivery of the program to adapt to agency needs whilst still maintaining the philosophy of NEST and its goals.
- Plan, shop, and prepare groceries for NEST Cookbook recipes to meet the needs of NEST participants.
- Research and stay up to date with best practices in public health education and nutrition.
- Represent the NEST program to internal and external stakeholders in a way that reflects the values of OzHarvest.
- Development of new NEST initiatives and engagement offerings together with the NEST Program Manager.
- Provide feedback to OzHarvest management with suggestions and action plans for continuous improvement.

### Your Key Performance Indicators

- Successfully coordinate and deliver 25 x 6-week NEST programs across Greater Sydney.
- 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 Degree qualification in Nutrition/Dietetics, or higher (essential)**
- A valid and current Australian driver's license and own vehicle for frequent work travel to each NEST program delivery site.
- Current First Aid Certificate and CPR certificate
- A valid Working with Children Check
- A valid Police Check
- 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.
  - Experience engaging with individuals from low socio-economic areas and may have been exposed to a range of challenging circumstances, environments and situations.
  - Demonstrated ability to deliver small group training workshops.
  - Competent cookery skills and confident in a kitchen environment
  - High level communication and interpersonal skills, including strong written, presentation and verbal skills across phone and email and in person. The ability to communicate with a diverse range of internal and external stakeholders.
  - Experience or strong understanding of nutrition program evaluation – data collection and analysis.
  - Strong proficiency and accuracy in Salesforce, Foodworks, and Microsoft Office Suite including Word, Excel, PowerPoint and Outlook (including reporting).
  - Ability to collaborate with other NEST and location team members towards a national goal.

- Personal Abilities and Aptitudes**
- A strong commitment and enthusiasm towards the vision of OzHarvest.
  - Dependability, accountability, initiative, and leadership qualities.
  - Energetic, positive and proactive; with a drive for achieving targets and growth.
  - A warm, friendly, and non-judgemental attitude, compassion, and empathy.
  - A natural affiliation with people from diverse and challenging backgrounds and circumstances and the capability to work as an educator.
  - Great organisational skills and the ability to prioritise tasks and time manage; flexible and highly responsive to changing priorities and circumstances.

<b>Employee Acknowledgement</b>
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.
<b>Employees Name:</b> _____
<b>Signature:</b> _____ <b>Date:</b> _____