



OzHarvest | Job Description

Position Title	Queensland Education Coordinator
Job Purpose	The role of OzHarvest Queensland Education Coordinator is to coordinate the roll out the Food Education and Sustainability Training (FEAST) Program across Queensland primary schools and support the delivery of OzHarvest School and Community Engagement offerings. The coordinator will assist in evaluating the FEAST Program and research best practices in education, sustainability and nutrition.
Reports to	QLD State Manager
Location	OzHarvest Brisbane Office
Length of Employment	12 months contract
Employment	Full time position

Key Relationships

Internal: QLD State Manager, FEAST Program Manager, Education Communications Coordinator, NSW Education Coordinator, Head Office Team (including Marketing and Communications Team), State Corporate Engagement Coordinators and OzHarvest Staff and Volunteers

External: Corporate partner/s, Government agencies and participating schools

OzHarvest's Purpose

Our purpose is to Nourish our Country. OzHarvest is committed to:

- Rescuing surplus food to feed people in need and help the environment
- Educating the general public and our clients about food waste, nutrition and living a healthier lifestyle
- Engaging with the community to maximise our impact
- Innovating solutions to combat food waste and hunger and use technology to mobilise everyday Australian's to take meaningful action

To achieve this purpose OzHarvest prides itself not only on being logistics experts but also having an exceptional 'customer and community service' focus.

We expect from our team members a strong commitment and passion for food rescue and education with the organisation's purpose at the forefront of all decisions and actions

FEAST Program

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) Australian Curriculum and in Science, Technology, Engineering and Mathematics (STEM)
- 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

<ul style="list-style-type: none"> • Teacher professional development to deliver the FEAST Program unit of work www.ozharvest.org/feast/
<p>Personal Specifications</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • Degree or higher in High School or Primary Education • 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) and Police Check
<p>Personal Abilities and Aptitudes</p> <ul style="list-style-type: none"> • A strong commitment and enthusiasm towards the purpose of OzHarvest • Energetic, positive and proactive attitude; with a drive for achieving targets and growth • Excellent communication and interpersonal skills, including strong written, presentation and verbal skills across phone and email and in person • Innovative, creative and act with initiative and flair • Great organisational skills and the ability to prioritise tasks • Ability to identify and troubleshoot issues that arise with creativity • Strong attention to detail
<p>Skills, Knowledge & Experience</p> <ul style="list-style-type: none"> • Ability to research, analyse and apply current information on the Australian Curriculum, health education and environmental sustainability • Demonstrate ability to engage with and nurture productive and effective relationships with Government Departments, councils, community partners and participating schools • Commitment to addressing equality and an understanding of the issues that impact on program delivery in relation to social disadvantage, Aboriginal or CALD communities. • Competent and confident in a kitchen environment • Solid understanding of nutrition and/or environmental sustainability • Fantastic interpersonal skills, both verbal and written • Confident and engaging presentation skills • Solid understanding of OzHarvest and its various programs
<p>Key Duties and Responsibilities</p> <ul style="list-style-type: none"> • Coordinate the FEAST Program roll out to primary schools across QLD • Ensure all record keeping is kept up to date. Booking support and teacher training booking and submission to State Government teacher training authority for certification support • Facilitate FEAST Program Teacher Professional Development training, to ensure teachers are confident to deliver the FEAST Program to their students • Supervision of volunteers involved in the FEAST cooking workshops and school/community presentations • Represent OzHarvest as needed at stakeholder meetings and school presentations • 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 • Assist in evaluating the FEAST program and implementing changes into the roll out plan • Support OzHarvest School and Community Engagement presentation offerings in QLD • Development of new initiatives and engagement offerings together with the FEAST Program Manager • Provide feedback to OzHarvest management with suggestions and action plans for continuous improvement • Research and stay up to date with best practices in education

At OzHarvest we are a small family and all work together to contribute to ensure we are delivering on our purpose to Nourish our Country. In order to deliver on our purpose:

- There is an expectation that for all major events we, as a family, come together and take on additional responsibilities to deliver a successful event
- We are mindful of delivering the best possible outcomes by maximizing contributions and minimizing costs wherever possible and we do this by:
 - Seeking in-kind work wherever possible, donations of goods the best possible quotes from suppliers and where possible in-kind support for the work that we do
 - Direct any potential financial donor relationships to the fundraising team
 - Volunteer out of hours to support our purpose

Other duties as reasonably required