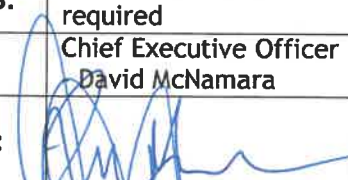


Position Description

Program Facilitator - Schools



Foodbank Victoria

POSITION:	Program Facilitator - Schools	LOCATION:	Yarraville
		DIRECT REPORTS:	Volunteers when required
REPORTS TO:	Program Coordinator - Schools Food Literacy	APPROVED BY:	Chief Executive Officer David McNamara
DATE PREPARED:	October 2019	CEO SIGNATURE:	

PURPOSE:

Foodbank Victoria is an independent not-for-profit organisation with almost 90 years' experience providing food relief to individuals and families experiencing hardship. We are the largest provider of food relief in Victoria, providing around 15 million meals for Victorians each year.

Our vision is 'healthy food for all', yet 1 in 5 Australians struggle to afford food. To ensure we can reach as many people as possible, we work right across the supply chain to source donations of food and grocery items from farmers, manufacturers and retailers.

We work with more than 400 charity partners in Victoria to distribute food to more than 100,000 people a month – nearly one-third of whom are children.

The School Food Program

We partner with the Victorian Department of Education and Training to provide food and support to schools so they can deliver breakfast clubs and provide lunches and school holiday food supplies for students in need as well as a food literacy and cooking education program.

The Position

The Program Facilitator - Schools position is responsible delivering Foodbank Victoria's schools cooking skills education program which will be delivered to parents and students in disadvantaged state schools across Victoria. Some out of work hours and travel to regional Victoria may be required.

ACCOUNTABILITIES:

KEY RESULT AREA	PERFORMANCE STANDARDS
Occupational Health and Safety.	<ul style="list-style-type: none"> Ensure that Occupational Health and Safety standards and procedures are maintained by all employees, volunteers and participants in the sessions. Ensure compliance with OHS requirements for vehicle use and driving practices when using FBV fleet vehicles. Implement continuous improvement in OHS practices by recommending changes and implementing agreed improvements relevant to the position.
Facilitation and Coordination of education sessions.	<ul style="list-style-type: none"> Deliver the cooking skills and food literacy education classes in identified schools according to agreed targets and timelines. Deliver the agreed curriculum and program materials in a positive and engaging manner. Promote the benefits of a healthy diet and families connecting over meals. Responsible for the coordination of classes by packing and delivery of session materials, equipment and food. Assist with the coordination of program scheduling, including school bookings and course scheduling.

	<ul style="list-style-type: none"> • Ensure food and equipment required for each session are packed and delivered to meet class needs. • Ensure class set up and pack down at each session meet agreed standards. • Ensure food safety requirements are met and maintained in storage, delivery and transport of food. • Engage with internal and external stakeholders to ensure effective operation of the Program. • Ensure nutrition advice is only provided at the direction of the Program Coordinator to ensure information adheres to current research and industry-practice and reflects diverse needs of community including cultural, medical and nutritional needs. • Work collaboratively within the Schools team by assisting with additional program duties and actives as directed.
Program Administration and Evaluation	<ul style="list-style-type: none"> • Provide reports on activities as requested. • Follow incident reporting protocols as outlined in Foodbank Victoria policy. • Ensure all Program administration completed within agreed timeframes. • Review all education activities to identify problems and implement continuous improvement processes.
Self-management	<ul style="list-style-type: none"> • Positive participation in regular team meetings. • Inform team members and other departments of relevant information as appropriate. • Willingness to undertake training and development opportunities as appropriate. • Effective time management and organisational skills demonstrated through ability to meet deadlines. • Demonstrate the Foodbank Victoria values of empowerment, accountability, respect and integrity in all work activities.
Authorisation Level	<ul style="list-style-type: none"> • Prior approval from your manager is required for any single purchase or financial commitment of \$50 or more and/or any monthly purchase or financial commitment. In the absence of your Manager, approval of the CEO or two department managers is required. • All employment decisions must be approved by the CEO.
Physical Requirements	<ul style="list-style-type: none"> • Ability to perform standard office based tasks including computer use. • Ability to lift items approximately 10kg weight.

KEY PERFORMANCE INDICATORS:

PERFORMANCE & WEIGHTING	INDICATOR	MEASURES
1. Program-specific	Program coordination, delivery and administration.	<ul style="list-style-type: none"> • Achievement of goals set out in annual plan; • The cooking skills and food literacy education program is delivered and achieves objectives; • Deliver classes according to agreed curriculum; • Class set up and pack down meets agreed standards and timeframes; • Food handling and safety standards are complied with
2. FBV Values and Policies	<ul style="list-style-type: none"> • Ensure a safe and healthy working environment. 	<ul style="list-style-type: none"> • 100% compliance with Foodbank Victoria's policies and procedures.

	<ul style="list-style-type: none"> • Treat fellow staff, clients, suppliers, all others and the environment with dignity, courtesy and respect. • Uphold the principles of equal opportunity and maintain an inclusive workplace free of discrimination, harassment & bullying. • Accept responsibility and accountability for our actions, work performance and the use of property. • Act in ways that maintain our integrity, reputation and the confidentiality of information of all stakeholders. • Act in the spirit, as well as the letter, of the law and Foodbank Victoria's policies. • Report and act upon any known violations of Foodbank Victoria policies. 	<ul style="list-style-type: none"> • Take part in 1 internal workplace audit every 12 months. • No reported breaches in confidentiality. • All known violations of these FBV guidelines reported to line manager. 	
3. Team Performance	<ul style="list-style-type: none"> • Provide a flexible and stimulating workplace that encourages honest and effective communication. • Nurture a culture of mutual trust, support and encouragement where everyone's contribution is recognised equally. • Commit to the achievement of Foodbank Victoria's goals and objectives in a manner that promotes enjoyment and satisfaction in our work. • Celebrate excellence. • Act and communicate ethically with all stakeholders. • Adhere to ethical purchasing procedures. • Avoid all conflicts of interest. 	<ul style="list-style-type: none"> • >90% Team meetings attended. • Training programs are achieved. • Review discussions completed. 	
BEHAVIOURAL COMPETENCIES:		REQUIRED (yes/no)	PRIORITY (H,M,L)
<i>Conceptual Thinking</i> - Considers how things fit together. Sees patterns or trends, makes the complex simple.		Y	M
<i>Acting Decisively</i> - Takes action despite obstacles. Makes decisions quickly and in a crisis.		Y	M
<i>Strategic Orientation</i> - Understands, contributes to and aligns work/priorities to strategic business strategies.		Y	M
<i>Focus On Improvement</i> - Sets and works to meet stretching goals. Makes improvements to systems and own work methods.		Y	H
<i>Impact And Influence</i> - Knows own impact and able to persuade others and build alliances.		Y	M
<i>Customer Service Orientation</i> - Takes personal responsibility for customer satisfaction. Addresses customer needs.		Y	H

Leadership - Promotes team effectiveness. Facilitates involvement, removes roadblocks and shares a compelling vision.	Y	M
Developing And Coaching Others - Gives guidance and feedback. Creates development opportunities and helps others to grow and develop.	Y	M
Self-Management - Knows own reactions and feelings, able to respond calmly and manage stress effectively, operates with honesty and integrity.	Y	H
Teamwork and Co-operation - Co-operates and participates positively in the team. Values and encourages others input.	Y	H
Commercial Acumen - Understands key business drivers and market place. Able to anticipate trends. Seeks to broaden own knowledge.	Y	L
Flexibility - Looks for alternatives, tries new methods, learns new skills and takes on different roles.	Y	M

KEY SELECTION CRITERIA:

QUALIFICATIONS	EXPERIENCE	COMPETENCIES
<ul style="list-style-type: none"> • Relevant tertiary qualification and/or significant work experience. • Hold and maintain a current driver's license and be prepared to drive. • Professional development training undertaken. • Willingness to undertake a criminal record check and/or Working With Children Check. • Ability and willingness to work outside normal office hours to support events/programs on occasion. 	<ul style="list-style-type: none"> • Experience running public health/nutrition, or education programs. • Experience working with education sector or other relevant community organisation highly regarded. • Excellent written and verbal communication skills. • Attention to detail. • Organisation and time management skills. • Ability to work independently and positively within a team environment. • Excellent customer service skills. • Experienced in the use of Microsoft Office programs. • Excellent interpersonal skills, with an ability to develop positive working relationships with suppliers and stakeholders both internal and external. • Ability to work autonomously. 	<ul style="list-style-type: none"> • Seeks feedback and responds appropriately. • Copes with change, effectively. • Takes initiative. • Works hard to meet and exceed accountabilities. • Makes others feel valued. • Is reliable, consistent and fulfils commitments. • Maintains confidentiality. • Works collaboratively. • Plans and organises work efficiently and effectively. • Understands our markets, supply chain and operations. • Identifies opportunities to grow or improve the organisation. • Resourceful. • Innovative.

I have read, understand and agree to this position description:

Name:	
Signature:	
Date:	