



OzHarvest | Job Description

| | |
|-----------------------|--|
| Position Title | NEST Coordinator – OzHarvest Newcastle |
| Job Purpose | <p>The purpose of the NEST Coordinator is to coordinate the delivery of NEST (Nutrition Education Sustenance Training) in line with current OzHarvest practices and project aims.</p> <p>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.</p> |
| Reports to | Newcastle City Manager & NSW State Manager |
| Location | Newcastle and regional locations |
| Employment | Casual |

Key Relationships

Internal: Newcastle City Manager, NSW State Manager, OzHarvest management and staff including OzHarvest drivers, interstate team members, OzHarvest volunteers

External: Liaises with Professional Nutritionists and Dieticians; recipient agency managers, social workers, case workers; 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

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
- Innovative 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.

Personal Specifications

Qualifications and Experience

Essential:

- Qualification in Nutrition, Dietetics,
- Car Licence and vehicle to deliver off-site workshops
- Current First Aid Certificate or equivalent
- Read and understood the OzHarvest Safe Food Handling Policy
- Police Clearance Check
- Working with Children Check

Desirable:

- Experience working with vulnerable persons and those from disadvantaged backgrounds
- Experience in Cookery
- Experience working within Education /Social Work fields
- Food Safety Supervisor Certificate
- Experience working within Salesforce or similar CRM
- Completion of Manual Handling Course

Personal Abilities and Aptitudes

- A strong commitment and enthusiasm towards the purpose of OzHarvest
- Energetic, positive and proactive
- Ability to work autonomously or as part of a team
- Excellent communication and interpersonal skills and the ability to build relationships
- Team-orientated and solution focused approach
- Competent and confident in a kitchen environment
- Flexibility in delivery of the program to adapt to agency needs whilst still maintaining the philosophy of NEST and its goals
- Ability to coordinate administration and other projects in a time pressured environment
- Excellent attention to detail and a strong customer service approach

Skills, Knowledge and Experience

- Demonstrated ability to deliver small group training workshops
- Confident to engage with individuals from low socio-economic areas and may have been exposed to a range of challenging circumstances, environments and situations.
- 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
- Demonstrated effective PC skills including MS Office 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

Key Duties and Responsibilities

- Delivery of the NEST program IAW current NEST Trainers Handbook and processes
- Delivery and supervision of volunteers involved in the cooking workshops with focus on providing nutritional information
- Manage, train and develop volunteers/facilitators to effectively deliver NEST programs
- Maintain NEST workshop database, provide Bi-Monthly NEST updates on workshop delivery and participation in monthly NEST teleconference
- Work with State Managers and the NEST Program Manager to identify and set goals and measures of success and ensure these are met
- Report on the delivery of NEST programs to fulfil OzHarvest aims and goals and relevant funding requirements
- Accountability of NEST equipment



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 maximising contributions and minimising costs where ever possible and we do this by:
- Seeking in-kind work where ever 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 reasonable required.