

POSITION DESCRIPTION

Job title:	E-commerce and Distribution Coordinator
Position details:	Fixed term part-time (6 months) 30.4 hours per week, <i>based on 3 days per week Monday – Friday and either a Saturday or Sunday each week</i>
Reporting to:	Operations Manager
Hourly pay rate:	\$28.91 per hour inclusive of penalties and allowances + superannuation
Primary Location:	2 Wingrove St, Alphington

ABOUT US

The vision of Melbourne Farmers Markets (MFM) is “connecting urban communities with Victorian farmers.” Our social purpose is to support communities at both ends of the shortest possible food supply chain, and to facilitate direct personal, financial and educational exchanges between regional and urban Victorians.

ABOUT THE ROLE

As a long-established leader and advocate for the small-scale Victorian food sector, Melbourne Farmers Markets (MFM) seeks to provide an additional short supply chain service for its large community of growers and artisan food producers. This will be designed to provide tailored and cost-effective logistics solutions that will lead to additional sales channels, ultimately enhancing business to business opportunities in Melbourne.

This project includes a significant investment into depot and distribution facilities at its Alphington site, enabled through the Working for Victoria grant, and will capitalise on and strengthen existing relationships with organisations such as Open Food Network and regional Victorian hubs.

With funding made available through the Working for Victoria program, an exciting position in project development and establishment has become available.

PURPOSE OF POSITION

The E-commerce and Distribution Coordinator will create a sustainable business unit, encompassing:

- The build and launch of a farmers’ depot, cool storage, dry store and last-mile distribution centre on site
- Development of MFM’s role in the regional food hub network
- Expansion of the existing network and further engagement of Victorian-based primary and artisan food producers.
- Development of sustainable business and logistics systems and efficient processes
- Expansion of current network of producers that want to supply into additional local foodservices channels.
- Engagement of local bakers, grocers, restaurants and caterers that will benefit from being able to source direct from the primary producer on a smaller scale.

The role will represent the broader MFM business in a variety of stakeholder settings, and will include:

- significant research and analysis
- developing specific business case studies for review
- key stakeholder relationship management
- revenue generation and budget setting
- business reporting including grant acquittal.

In line with the social purpose of MFM, the Alphington Distribution Centre will include cool and dry storage that will be made available for our partner organisations such as Moving Feast Victoria, DIVRS and other local food relief organisations.

There’s also an opportunity to further engage with restaurants, bakers, grocers, caterers and others within food services that require short supply chain services such as seasonal sourcing, storage and delivery.

KEY SKILLS

- Excellent interpersonal, written and telephone communication skills.
- Demonstrable experience in delivering projects with particular attention to building relationships, multiple projects at one time, and delivering quality evaluation.
- High level of computer and cloud literacy, particularly in Microsoft Office 365, SharePoint, Access and Outlook.
- Excellent attention to detail coupled with an ability to problem solve and multi-task.
- Strong interest in local food systems and building community resilience.

PREFERRED EXPERIENCE / PERSONAL ATTRIBUTES

- Minimum 2 years in a similar project based role
- Workplace experience in social enterprise, local food systems, community sector or similar
- Engagement experience with Victorian farmers, food producers and small business
- Experience with data reporting and grant acquittal

IMPORTANT INFORMATION

The role is office-based through the week at the MFM offices in Alphington. Flexible working arrangements can be considered, but this is not a role that can be performed entirely remotely. There is significant site work required, particularly during the establishment phase.

The role is funded for six months, and therefore the contract is for this funded period only. We anticipate an ongoing need for the position to continue and that the right candidate will have ongoing employment with MFM.

APPLICATIONS

Applications close 5:00pm Sunday 21 March 2021.

As this position is funded by the Victorian State Government through the Working for Victoria program, applications are only accepted through the Sidekicker employment platform. Below is a quick overview of the registration process.

Step one:

- You must register via the [Working For Victoria website](#)

Step two:

- You will be taken through to the Sidekicker registration form where you fill out their details including a short bio, location, and previous work history.

Step three:

- Your registration will be processed and you will receive an email notification when this is completed.
- Monday to Friday registrations will be processed within 24 hours.

If you have difficulties completing the registration form or have questions about the WFV account, the support team is ready to help and can be contacted via the blue chat bubble on the WFV app or desktop. Additionally, you can email Sidekicker for additional support at support@sidekicker.com.au