



## Job Title

Safety & Wellbeing Coordinators with Cultivating Community - **Workplace Wellbeing Role** (full time, six month contract)

## Job Requirements

Working with [Cultivating Community](#), a not-for-profit organisation and accredited social enterprise supporting diverse and low-income families to create fair, secure and resilient food systems, the key objectives of the role include:

1. To work alongside Garden Support Workers and Team Leaders with strategies to improve the mental health and wellbeing of our Community Gardeners and Project Participants.
2. To develop fit for future resources, reporting and risk-based systems across the organisation to improve safety and well-being.

The role assists with the implementation, communication, and continuous improvement of wellbeing practices throughout Cultivating Community. In addition to developing, maintaining and updating assessments and systems this role is responsible for recording and analysing accident and injury data, it is responsible for investigating all incidents, accidents and near misses and ensuring matters are addressed and notified promptly, effectively, and in accordance with business and legislative requirements.

## Wellbeing Coordinator with Cultivating Community 2021

**Employer:** Cultivating Community

**Work Type:** Full time, six month fixed term

**Sector:** Not for profit

**Location:** Cultivating Community (Headquarters at 106 Elizabeth Street, Richmond, VIC, 3121 with the potential requirement to travel across locations within Melbourne) **Salary:** Aprox\$34 per hour

## Brief company overview

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Cultivating Community is a not-for-profit organisation and accredited Social Enterprise supporting diverse and low-income families to create fair, secure and resilient food systems.

Through our work in [Public Housing Community Gardens](#) we provide

opportunities for low income and

migrant communities to access healthy, affordable and culturally appropriate food. These gardens are wonderful places of cultural sharing and harmony.



Our [Community Food Centres](#) and activities allow people to gather and connect over food, sharing and learning skills, knowledge and our wonderfully diverse cultures. Within our [School Food Garden](#) program and our [After School Cooking](#) classes, we create opportunities for kids to learn how to grow and prepare food, reduce food waste and act sustainably.

[We coordinate, participate in and advise on projects](#) relating to food security and food waste issues. Working with government bodies, local councils and other community groups we increase awareness of food insecurity, educate the community on the importance of food waste minimisation and the benefits of composting. We support the establishment of community gardens providing advice on design through to governance models.

Our vision is for joyful, connected communities who care for each other and our earth.

Our purpose to inspire a healthy and just world.

Moving Feast is a collective of food social enterprises (including CERES, Collingwood Children's Farm, Common Ground Project, the Community Grocer, Cultivating Community, Melbourne Farmers Markets, Open Food Network and STREAT) who have joined forces to create a fair and regenerative food system for Victorians.

In 2021, Moving Feast is launching training and employment pathways into horticulture for marginalised young people. This program builds upon STREAT's highly effective hospitality training program. The program provides wraparound support for young people, as well as invaluable work experience in real work teams. STREAT is expanding its program to offer training in horticulture across the Moving Feast network.

### **Our commitment to diversity**

Moving Feast values diversity and inclusion. We promote an equal opportunity workplace that actively seeks to include, welcome and value unique contributions. We specifically encourage Aboriginal and Torres Strait Islander people, people who identify as non-binary or transgender, or LGBTQIA+, women, and applicants from diverse cultural backgrounds to apply for this position.

### **Overview of the role**

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Working with [Cultivating Community](#), a not-for-profit organisation and accredited social enterprise supporting diverse and low-income families to create fair, secure and resilient food systems, the key objectives of the role include:

1. To work alongside Garden Support Workers and Team Leaders with strategies to improve the mental health and wellbeing of our Community Gardeners and Project Participants.

2. To develop fit for future resources, reporting and risk-based systems across the organisation to improve safety and well-being.



The role assists with the implementation, communication, and continuous improvement of safe work practices throughout Cultivating Community, for staff, volunteers as well as Community Gardeners. The role will identify opportunities to improve wellbeing practices and will work collaboratively with the team and Team Managers to implement innovative strategies and programs.

## **Key duties of the role**

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### **1. Learning and Safety Program Development**

Work with departments to implement and develop and monitor health and wellbeing policies and strategies through engagement, learning and communication. Identify trends and introduce wellbeing initiatives and policies to reduce the risk of occupational injury/illness. Deliver and monitor a wellbeing program, to identify and address early diagnosis, successful intervention and support of employees to render them at their best potential.

### **2. Introduce innovative approaches to H&W**

Identify, scope and deliver innovative strategies and programs to strengthen the organisations health and wellbeing culture, improve performance accountability and legislative compliance. Introduce innovative approaches to managing H&W matters based on the latest research and industry developments that incorporate risk management, education, training and health promotional methodologies

### **3. Build Relationships to effect H&W change**

Provide practical guidance to the team and Managers to ensure the implementation of H&W solutions in the business are coordinated, consistent, integrated and of high quality. Work with external organisations as required.

## **Preferred criteria**

- Tertiary Qualification relevant to work health safety and wellbeing
- Demonstrated experience within the not for profit or allied health sector
- Experience in managing the development and implementation of policies, resources and procedures
- A current driver's licence, police check, Working with Children Check, first aid qualification
- Ability to motivate and inspire others to work together to achieve objectives



- Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner
  - Experience in the effective development of training and wellbeing programs with measurable outcomes.
  - Professional authority and credibility coupled with excellent interpersonal and communication skills that allows for effective relationships with a diverse range of stakeholders.
  - Proven ability to prioritise work, completing procedures within given timeframes and take responsibility for the work tasks
  - Demonstrated ability and experience in developing, implementing and monitoring performance indicators and using these to influence outcomes
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- Demonstrated ability to make effective decisions and demonstrate sound judgement in difficult and sensitive circumstances
  - Builds strong client relationships and delivers client-centric solutions. Seeks ways to improve outcomes for clients as consistent with our Mission, Vision, Purpose and Values.
  - Ability to understand health and wellbeing issues from a place-based approach that takes into account cultural differences

**Hour required**

Full time Monday to Friday within the working policies of Cultivating Community (8am – 6pm)

**Employment length**

6 months fixed-term contract

**Recruitment process**

1. Email us on [recruitment@cultivatingcommunity.org.au](mailto:recruitment@cultivatingcommunity.org.au) your CV, covering letter and how you meet the key criteria for the role and the values of Cultivating Community.
2. Shortlisted candidates will have phone interview with CEO
3. Final shortlist face to face interviews
4. Reference checks