

Position Description: Foodbank Project Worker

Position Title	Foodbank Project Worker
Position Reports to	Bellarine Living and Learning Centre Manager
Location	20 Worden Court, Whittington VIC 3219
Employment type	Part Time (8 hours per week) Wednesday morning essential
Award and Classification	Neighbourhood House and Adult Community Education Centres Collective Agreement 2016 SCHCADS Level 5.1
Conditions of Employment	Neighbourhood Houses & Adult Community Education Centres Collective Agreement 2016.
Approved/effective date	01/07/2021
Due for review	01/07/2022

Organisational and Position Context

Established in 1984, the Bellarine Living and Learning Centre (BLLC) mission is to create a welcoming and safe community that provides opportunities for support, empowerment and growth within the community through the provision of services, a broad range of activities and education programs responsive to every changing needs of the Bellarine community. BLLC is a Learn Local Provider, Adult Community and Further Education (ACFE) funded and receives financial support from DHHS, self-generated funds and grant opportunities.

The Foodbank Project Worker role is to support the Centre Manager in ensuring the efficient and effective running of foodbank funded program. Reporting directly to the Centre manager this role will work on the day-to-day operations of the foodbank. The Foodbank Project Worker will be responsible for meeting funding body requirements, project management and project evaluation.

Duties and Responsibilities

- Oversee the coordination of the foodbank program, including maintaining the professional relationships and expectations with funding providers and partner agencies
- Ensure the efficient running of the BLLC foodbank program with the assistance of volunteers including ordering food, collection of food, storage and distribution of food
- Increase partnerships for the supply of food in addition to the development and maintenance of existing relationships
- Work in partnership with the Volunteer & Program Coordinator to ensure the Food Connect program has the resources to produce ready made meals for Foodbank
- Management of the GWYL Direct Assistance Voucher program
- Other duties as requested

Key Selection Criteria

- Experience in the day-to-day operation of a not-for-profit organisation
- Experience partnering with external stakeholders to provide services and programs within the community sector
- Demonstrated experience in implementing and reporting to funding bodies
- Demonstrated experience working with a team of paid and unpaid workers
- Proven administrative and organisational skills, including ability to balance priorities and meet deadlines
- Experience working with people from a variety of backgrounds including those from culturally and linguistically diverse backgrounds, people with a disability, those on low income or unemployed, young people and older people
- Driver's licence and access to motor vehicle - essential

For further information please email Karen Williams manager@bllc.org.au

To apply, please send:

1. A detailed response addressing the Key Selection Criteria and
2. Your current resume along with three referees. (referees will not be contacted without the applicant being advised)

Email: manager@bllc.org.au using the subject line: Foodbank Project Worker Application

Applications close: 12 noon on Thursday 12th August 2021

Appointments are subject to a satisfactory relevant criminal record check and Working with Children's Check.