

OzHarvest | Job Description

Your Position Title:	Newcastle Nourish Lead Trainer
Your Department:	Education
You'll Report to:	Nourish Manager and Location Manager
Your direct reports:	Nourish Support Trainer
Classification:	Permanent
Headcount or Hrs/wk:	Full time
Date:	25/11/2021

Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes OzHarvest management and staff, volunteers, mentors and stakeholders.

You'll also work with external stakeholders including agency staff, social workers, caseworkers, youth workers, Nourish participants, RTO staff, industry professionals and chef mentors, families/guardians of the participants, school teachers and support staff, employment officers, food donors and suppliers, corporate clients, equipment and produce suppliers, service providers and contractors, members of the public.

What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values: **Connected by a cause:** We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

About the role

The primary role of the Nourish Lead Trainer is to manage all aspects of the Nourish Program in Newcastle and to coordinate the program in line with current OzHarvest practices, procedures and project aims.

This includes building and fostering relationships in the community with local businesses and supporters to promote and support the program and OzHarvest. The overall facilitation of the program and management of participants, staff and volunteers engaged with Nourish.

Your Responsibilities

This role will

- Be the public face of OzHarvest for the Nourish Program, in consultation with the Nourish Manager and the Local Manager.
- Manage the student recruitment process in collaboration with the wider Nourish team.
- Foster relationships with potential sources of participants.
- Communicate directly with agency staff, support workers, parents/guardians of participants where necessary.

- Coordinate staff, volunteers, associated organisations, food donors and food agencies.
- Facilitate the delivery of all components of the Nourish Program.
- Liaise with the Registered Training Organisation partner to deliver the Certificate II component and support RTO staff in the facilitation of the Cert II where required.
- Develop and maintain course materials, databases and participant statistics.
- Follow codes of conduct, duty of care and privacy of participants.
- Support the Youth Worker to liaise with industry professionals to arrange work placement opportunities for participants.
- Identify grant opportunities for the Nourish Program and assist in the application and reporting processes where required.
- Provide updates on activity performance indicators in accordance with OzHarvest guidelines.
- Provide updates to financial supporters in consultation with Nourish Manager and Location Manager.
- Support new initiatives/engagement offerings together with OzHarvest management.
- Provide feedback to OzHarvest management with suggestions and action plans for continuous improvement.

Personal Specifications

Qualifications

- Certificate IV in Training & Assessment: TAE40116 **or** TAE40110 and the following two units of competency: TAE40116 Address adult language, literacy and numeracy skills, TAEASS502 Design and develop assessment tools.
- Formal cookery qualifications and industry currency to deliver a minimum Certificate II in Kitchen Operations.
- First Aid Certificate.
- Possess or ability to obtain a National Police Check.
- A Working with Children Check is a mandatory requirement for this role and must have current and up to date check in place prior to interview process.
- Upon employment at OzHarvest you will need to complete a manual handling course.
- Full driving licence.

Desirable:

Food Safety Supervisor Certificate.

Mental Health First Aid (youth preferable).

Skills, Knowledge & Experience

- Minimum 5 years' experience in facilitating formal training and assessment.
- Minimum 5 years' experience working as a chef in a commercial kitchen.
- People management experience.
- Experience engaging with individuals (specifically youth) from low socio-economic areas and may have been exposed to a range of challenging circumstances, environments and situations.
- Have strong professional boundaries.
- Flexibility to adapt program delivery methods to suit the participants.
- Ability to identify and troubleshoot issues that arise with creativity.
- Initiative and leadership qualities.
- Database management experience.
- Excellent communication and interpersonal skills, including strong written, presentation and verbal skills across phone and email and in person. The ability to communicate with a diverse audience.
- Great organisational skills and the ability to prioritise tasks and time manage; flexible and highly responsive to changing priorities and circumstances.

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| <ul style="list-style-type: none">• Strong attention to detail with administration work.• Proficiency and accuracy in Microsoft Office including Word, Excel, PowerPoint and Outlook.• Capability to embrace the use of task management software e.g., Trello. |
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Personal Abilities and Aptitudes

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| <ul style="list-style-type: none">• A strong commitment and enthusiasm toward the purpose of OzHarvest.• Energetic, positive and proactive attitude.• A natural affiliation with young people and the capability to work as a mentor.• A non-judgemental attitude, compassion and empathy.• Flexibility to work well under pressure and in a changing environment when required. |
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Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.
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Employees Name:

Signature: Date:

OzHarvest Policies that apply to this role:

- Covid Policy
- Code of Conduct Policy
- Employment policy
- WHS Policy
- Leave Policy
- Flexible Work Arrangements Policy
- Communications Policy