

POSITION DESCRIPTION – Project Coordinator

Employment Type: Part-time, 15 hours per week (.4EFT)
Fixed term: 11 months
Reports to: CEO
Location: Melbourne
External Contacts: Volunteers, local food businesses, community organisations

ABOUT OPEN TABLE

Open Table is an independent not-for-profit organisation that shares free food with the community utilising surplus food in order to reduce food insecurity and food waste.

Specifically, our mission is to:

- **Provide** consistent and reliable access to healthy food for people experiencing disadvantage
- **Transform** produce that would have otherwise gone to waste into free healthy food to share
- **Connect** diverse groups through inclusive community food projects
- **Collaborate** with volunteers and local community partners
- **Empower** others to reduce their food waste through education programs and events

For more information, please visit Open Table's website at <https://www.open-table.org>.

POSITION

The Project Coordinator will support the establishment of the Open Table's Food Rescue Hub. This role will focus on preventing food from going to landfill through establishment of regular food collections from local businesses.

Key Relationships and Reporting Structures

The Project Coordinator reports directly to the Chief Executive Office (CEO).

KEY RESPONSIBILITIES AND DUTIES

- Maintain best practice knowledge of all aspects of food rescue including stakeholder engagement techniques, and food safety requirements
- Conduct visits to local food businesses to promote the Food Rescue Hub activities and establish new food collection partnerships
- Assist with induction of volunteers and manage a monthly volunteer roster
- Conduct weekly food collection, sorting and composting

- Work closely with the Operations & Logistics Manager to ensure edible food is distributed to food relief events and activities
- Ensure efficiency of the Food Rescue Hub in achieving its mission
- Maintain effective and accurate records of food rescued and distributed
- Ensure food is transported, sorted and stored in a food safe manner
- Establish and maintain relationships and connection with all stakeholders including volunteers and local businesses
- Assist with the creation of promotional collateral to educate stakeholders
- Engage with stakeholders to educate on food waste mitigation strategies
- Educate stakeholders about processes and procedures, including logistics and food safety
- Support administrative tasks including project evaluation and acquittal
- Comply with all relevant laws and regulations, and carry out all activities in accordance with best safety practices

The successful candidate will have:

- Experience as a Driver and a valid Australian Drivers License
- Ability to foster relationships with local businesses and the community, educate and build rapport
- Ability to lift up to 15kg of food

SKILLS AND EXPERIENCE

Essential

- Demonstrated experience in project coordination
- Excellent time management and organisational skills
- Effective communication and interpersonal skills
- Experience with stakeholder engagement and partnership management
- Good analytical and problem-solving skills
- Excellent attention to detail
- Self-motivating with the ability to work individually and as part of a small team
- Ability to motivate and lead a team of volunteers
- Valid drivers licence and good driving record and history

Desirable

- Experience working in the food sector
- Strong IT skills including good knowledge of Google Suite
- Experience with monitoring and evaluation
- Safe food handling certification

Personal Attributes

Ideal candidates will have the following personal attributes:

- Motivated and confident with a passion for sustainability

- Passionate about food, community and the environment
- A commitment to, and understanding of, Open Table's beneficiaries, preferably based on experience

We want someone who aligns with our values

- **Fairness:** we share a strong sense of social justice
- **Inclusivity:** we provide an open table
- **Generosity:** we give wholeheartedly
- **Resourcefulness:** we look for creative solutions
- **Collaboration:** we see the greatest impact through collaboration

REMUNERATION AND CONDITIONS

The Project Coordinator will be paid in accordance with the SCHADS award level 3.

Performance Appraisal

The CEO will conduct an initial probationary review at 3 months and then performance appraisals at 6-months.

HOW TO APPLY FOR THE POSITION

The following information must be provided to assess your suitability for the position:

- Your current resume, including two referees who have a thorough knowledge of your work performance.
- A cover letter that describes why you would be a good fit for the role.

Applications should be emailed to angela@open-table.org by no later than 18th January 2023.