



POSITION DESCRIPTION AND DUTY STATEMENT

Position:	Project Manager – Regional Food Hub Establishment (Fixed Term till May 2027)
Responsible to:	Chief Executive Officer
Location:	Wollongong
Hours:	22.5 hours per week (0.6 FTE)
Classification:	Social, Community, Home Care and Disability Services Industry Award Level 6 Paypoint 1
Rate of Pay:	\$55.72
Notes:	Plus, generous salary packaging options that can increase your take home pay by paying certain expenses using pre-tax dollars up to \$15,900 a year, and Meal & Entertainment benefits up to \$2650 per year. You must be an Australian citizen or a permanent resident or have unlimited working rights in Australia to apply for this position.

Background:

Healthy Cities Australia is a non-profit organisation dedicated to creating healthy, sustainable, and equitable communities across Australia. As a rebranded evolution of Healthy Cities Illawarra, the organisation brings decades of experience in place-based public health initiatives, environmental health, active transport, food security, and community wellbeing. Healthy Cities Australia works in partnership with local governments, academic institutions, health services, and community organisations to create impactful, scalable solutions that improve population health.

Food Fairness Illawarra is a long-standing collaborative initiative hosted by Healthy Cities Australia. It brings together more than 70 local organisations and individuals passionate about creating a fairer food system for the Illawarra region. Food Fairness Illawarra promotes food security through community education, local food system advocacy, and grassroots action. Together, Healthy Cities Australia and Food Fairness Illawarra are working to establish a Regional Food Hub that supports food rescue, relief, and resilience.

About the Healthy Cities Approach:

The World Health Organization (WHO) Healthy Cities approach is a global movement that promotes health and well-being by integrating health considerations into urban planning, governance, and community

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Healthy Cities Illawarra Inc
ABN 83 964 176 052
6-10 Princes Hwy, Fairy Meadow NSW 2519
PO Box 607 Fairy Meadow NSW 2519

t. +61 2 4283 8111
f. +61 2 4283 8555
e. admin@healthycities.org.au
www.healthycities.org.au



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development. It recognizes that the environments in which people live, work, and play significantly influence their health outcomes.

Key Principles of the WHO Healthy Cities Approach:

1. **Health as a Priority:** Health is not just about healthcare services but also about the social, economic, and environmental factors that shape well-being.
2. **Equity and Inclusion:** Reducing health inequalities by addressing the needs of vulnerable and disadvantaged populations.
3. **Intersectoral Collaboration:** Engaging governments, health agencies, businesses, and community organizations to create policies that promote healthier living conditions.
4. **Community Participation:** Encouraging residents to take an active role in shaping policies and programs that impact their health.
5. **Sustainability and Resilience:** Ensuring urban environments are designed for long-term health benefits, including access to green spaces, active transport, clean air, and safe housing.
6. **Evidence-Based Decision Making:** Using research and data to guide policies and interventions that improve public health.

Position Purpose:

The Project Manager will lead the foundational planning, development, and stakeholder engagement required to establish a Regional Food Hub that focuses on food rescue, relief, and local supply chain integration. An anticipated second phase of the Food Hub is a commercial scale kitchen operation producing healthy school lunches. This role is responsible for developing the business case, assessing feasibility, securing funding, coordinating workforce development pathways, engaging key partners, and overseeing early-stage infrastructure and capital planning.

This role is funded with support of a grant from the NSW Environment and Protection Authority and will be central to realising the vision of a coordinated, community-based regional food hub. The project aims to reduce food waste, improve access to nutritious food, and support local producers and vulnerable populations.

The role will be supported by the CEO, Members of the HCA Board and the Fair Food Coordinator. The position lays the groundwork for the eventual recruitment and onboarding of the Food Hub Manager.

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Main Role Responsibilities:

Functions	Activities
Strategic Planning and Feasibility	<ul style="list-style-type: none"> Lead the development of a comprehensive Business Case for the Food Hub. Conduct feasibility assessments including economic modelling, site analysis, stakeholder mapping, and risk identification. Scope potential hub models (centralised, mobile, multi-site) aligned with local needs and opportunities.
Stakeholder and Partnership Development	<p>Working with the Fair Food Coordinator:</p> <ul style="list-style-type: none"> Identify, engage and convene key stakeholders including local councils, food relief agencies, logistics partners, farmers/producers, donors, health and community service providers. Facilitate co-design workshops and consultations with community and industry partners. Establish and coordinate a business advisory group or steering committee.
Funding and Investment Readiness	<p>Supported by the Fair Food Coordinator:</p> <ul style="list-style-type: none"> Prepare high-quality funding submissions, grant applications and investment pitches to secure capital and operational support. Identify and pursue philanthropic, government, and private sector funding opportunities. Develop and present funding cases to relevant agencies and partners.
Infrastructure and Capital Works Planning	<ul style="list-style-type: none"> Work with partners to identify suitable infrastructure (buildings, storage, refrigeration, vehicles) for the Food Hub. Oversee scoping documents for capital works, fit-out, and compliance (e.g., food safety, zoning). Coordinate with architects, engineers, and suppliers as required.
Supply Chain and Logistics Mapping	<ul style="list-style-type: none"> Analyse and map local food flows including surplus food, donor networks, distribution routes, and recipient organisations. Engage local producers, retailers, manufacturers, and wholesalers to identify sources of rescued or donated food. Identify potential logistics and transport solutions for efficient collection and delivery.
Workforce Development and Operational Planning	<ul style="list-style-type: none"> Identify skills and workforce needs for the future Food Hub team (e.g. logistics, food safety, volunteers). Partner with training organisations or employment programs to develop workforce pipelines

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Project Management and Reporting	<ul style="list-style-type: none"> • Develop and manage the project work plan, timeline, milestones, and risk register. • Provide regular written progress reports and presentations to the executive team and funders. • Ensure that the project is delivered on time, within budget, and aligned with strategic goals.
Teamwork	<p>Contributes to the development of a highly effective team by:</p> <ul style="list-style-type: none"> • Attending team meetings and contributing constructively • Working collaboratively across the organisation • Sharing knowledge and experiences
Occupational Health and Safety	<ul style="list-style-type: none"> • Takes reasonable care at all times for their own health and safety and that of others who may be affected by their conduct • Is responsible at all times for maintaining a safe and healthy work environment for all • Is responsible for principles and practices of self-care • Ability to safely drive a vehicle to various locations throughout the Illawarra. • Physical ability to pack, carry, move items in a safe manner.

Selection Criteria:

Essential	<ul style="list-style-type: none"> • Proven experience in managing complex projects in sectors such as food systems, community development, infrastructure, or logistics. • Demonstrated ability to develop business cases, funding proposals, and feasibility studies. • Strong stakeholder engagement and partnership-building skills. • High-level written, verbal, and presentation communication skills. • Experience with project planning tools, budgeting, and reporting. • Ability to work independently with initiative and strategic foresight.
Desirable	<ul style="list-style-type: none"> • Knowledge of food security, food rescue, or social enterprise models. • Experience in regional development, logistics, infrastructure, or capital works planning. • Understanding of government funding programs, grants, and philanthropic funding. • Familiarity with food safety, health promotion, or public health principles.
Other Personal Attributes	<ul style="list-style-type: none"> • Values that align with ours: integrity, equity, collaboration and inclusion. • Proactive self-starter with a high degree of self-management and a can-do attitude • A professional and friendly manner with excellent customer service skills

Enquiries: Kelly Andrews, CEO

manager@healthycities.org.au Phone: 02 4283 8111

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