



Session Facilitator and Driver

Position Description

March 2024

Job Title	Session Facilitator and Driver
Reporting to	Head of Operations and Logistics
Hours	Part-time, 4 days per week, Monday - Thursday
Location	On the road, at sessions, from home
Purpose of position	This role is responsible for the core part of Eat Up's program, which is facilitating energetic and impactful sandwich-making sessions and delivering the made sandwiches and recess items to schools. The hours vary between: ● School term: session preparation and facilitation and delivering lunches to schools ● School holidays and non-operational time: Project work and regional delivery drops

Key Responsibilities

Session facilitation

Facilitation of sandwich-making sessions, including preparation, set up, running the session, de-briefing, and pack up. At a high level, this involves:

- Engaging the group by sharing the Eat Up story and the broader issue of food insecurity among school children, including answering any questions about Eat Up's model and impact
- Briefing participants on sandwich-making roles and steps, including safe food handling
- Ensuring the session runs smoothly and premises is left in the same condition as on arrival



- Wrapping up the session with a de-brief and thank you and explanation of where the sandwiches will be delivered to (de-brief may include a brainstorm about any ideas they may have for fundraising or other)
- Capturing photo and video content during the session for social media and encouraging participants to follow us and share their own photos

Delivery components

- Delivery of sandwiches and other items either directly from a session or from cool room to support schools according to the pre-planned delivery schedule
- Capturing behind-the-scenes photo and video content for social media, as well as at support schools when appropriate; capturing feedback from school staff

Inventory, stock, and data entry

- Managing levels of stock for upcoming weeks and sessions
- Order and pick up supplies from supermarkets or wholesalers/warehouses and donors

Ad hoc and project-based work

It is expected that you will assist with ad hoc work and input into projects as directed by your Manager. These would typically be done in non-session and delivery times and during school holidays. These items range from administrative tasks to more strategic tasks and are based on the skill set and interests of each person in the role.

Experience:

- Experience in event coordination or facilitation is desirable
- Familiarity with community engagement and education settings is desirable
- A current driver's license essential

Key skills:

- Confident in public speaking and engagement
- Proficient at understanding and interacting with mapping and logistics software
- Ability to problem solve in real-time

Key attributes

- Energetic and enthusiastic facilitation.
- Strong interpersonal and communication skills.
- Passionate about food insecurity and children's health



- Reliable and responsible with good time management skills
- Adaptability to effectively communicate with diverse groups of people.
- Attention to detail and appreciation for quality control.
- Collaborative and ability to work well within a team