



Position Title:	Food Justice Program Manager
Reports To:	CEO
Classification:	Part-time (4 days)
Location:	Marrickville & Camperdown

Addison Road Community Organisation (Addi Road) is a not-for-profit, independent organisation supporting arts and culture, championing for social justice and caring for our environment. We manage a 9-acre Crown Land, heritage listed, former army-depot site, won for community use in 1976, providing subsidised rental for 46 tenants and a community meeting place. Almost 50 years on, we still provide a safe hub for local community groups to gather and share cultures and stories.

Addi Road has a dedicated volunteer workforce of approximately 400 individuals across multiple programs and both sites.

About the Role

The Food Justice Program Manager is a senior leadership role responsible for driving the strategic direction and operational excellence of Addi Road's Food Justice program. This role sits at the heart of our efforts to address food insecurity and environmental sustainability, leading a diverse portfolio of initiatives while building the partnerships, advocacy, and systems needed to create lasting community impact. You will bring together stakeholders, lead a dedicated team, and ensure that every aspect of the program reflects Addi Road's commitment to equity, dignity, and social justice.

Key Responsibilities

1. Strategic Program Leadership and Delivery

- Provide strategic leadership of the Food Justice Program, ensuring alignment with organisational strategy, community priorities, and sector best practice.
- Develop, implement and continuously review an integrated Food Justice Strategy with responsibility for program sustainability, growth and impact.
- Develop and standardise Impact Reporting and Monitoring & Evaluation methodologies to drive consistency and accountability across the entire program.
- Lead the application of research insights and community-identified needs to design and deliver culturally appropriate, equity-driven food justice services.
- Develop, implement and continuously review an integrated Food Justice Strategy with responsibility for program sustainability and impact.

2. Stakeholder Engagement and Sector Partnerships

- Proactively build and maintain positive stakeholder relationships and communication channels, fostering a genuinely collaborative partnership approach.
- Represent the organisation in sector forums, peak bodies and cross-sector initiatives, contributing specialist expertise in food justice and community wellbeing
- Cultivate new Corporate and Food Donor partnerships in collaboration with the CEO.

3. Advocacy and Policy

- Provide high-level policy analysis and strategic advice to inform advocacy priorities and organisational positioning.
- Support the development of evidence-based submissions, reports and sector communications drawing on program data and community impact.
- Maintain a thorough understanding of all relevant policy and legislation affecting food justice and community services.

4. Financial and Resource Management

- Exercise delegated authority for financial planning, forecasting and budget oversight across the Food Justice Program.
- Ensure sound financial governance, risk mitigation and compliance with funding agreements.
- Lead end-to-end grant management processes, including opportunity identification, proposal development, budget preparation, reporting and acquittals.
- Monitor program expenditure and resource allocation to ensure efficiency, sustainability and achievement of strategic objectives.
- Regular oversight of product pricing, sourcing and sale.
- Oversight of all systems and processes to ensure efficiency and relevance.

5. Leadership, Governance and Risk

- Provide leadership and formal supervision, including performance management, professional development and workforce planning.
- Oversee team work plans to ensure individual projects remain aligned with strategic outcomes.
- Contribute high-level reports and analysis to the CEO for Board reporting ensuring accuracy, transparency and strategic insight.
- Develop and maintain up-to-date risk assessments and management strategies.
- Build and maintain strong cross-organisational relationships to ensure integrated service delivery and shared accountability for outcomes.

6. Team Work

- Collaborate and actively participate in staff meetings and events.
- Provide and facilitate content for reporting, comms and fundraising.
- Maintain and update organisational databases and record management systems and assist with data collection from various sources.
- Perform other duties as requested by your manager and be a proactive team member.

Skills, Knowledge & Experience

Essential

- Minimum 5 years management experience in a senior programs role.
- Demonstrated experience leading complex community programs with responsibility for strategy development, implementation, and continuous improvement.
- Proven ability to develop and implement strategic plans that deliver measurable outcomes.

- Strong stakeholder engagement and relationship management skills, with experience working across corporate, government, and community partners.
- Experience in grant writing, acquittal, and financial management including budget oversight and forecasting.
- Highly developed written and verbal communication skills, including preparation of high-level reports and submissions.
- Experience leading and supporting teams, with a commitment to fostering positive and inclusive workplace cultures.
- Experience developing and implementing monitoring, evaluation and impact reporting frameworks.
- Demonstrated experience identifying and managing operational and program risks.

Desirable

- Experience and/or knowledge of community-led food systems and programs.
- Experience working with or alongside communities experiencing disadvantage or food insecurity.
- Existing networks within the food justice, social services, or not-for-profit sector.
- Experience managing donor or corporate partnership programs.
- Strong understanding of relevant legislation, regulatory requirements, and policy frameworks impacting community services and food relief.

Qualifications

- A tertiary qualification in Community Development, Social Work, Youth Work, Public Policy, Environmental Studies, Business Administration, or a related field is desirable.
- Candidates with equivalent professional experience and a demonstrated commitment to the not-for-profit sector are strongly encouraged to apply.

Personal Attributes

- A collaborative and inclusive leadership style.
- Strong problem-solving skills and the ability to adapt in a dynamic environment.
- High level of initiative and the ability to manage competing priorities.
- A values-driven approach aligned with Addi Road's mission of social justice and community care.
- Sound judgement, professionalism and confidentiality
- Ability to work collaboratively and independently