

Farm Coordinator

Position Description

Role	Farm Coordinator
Employment type	Part Time (0.8 - 1.0 FTE)
Hours	30-38 hours per week
Reports to	Farm Manager
Direct reports	None
Key relationships	Farm Hand Interns Volunteers Chefs
Effective date	May 2026

About Common Ground Project

Common Ground Project is a regenerative community farm and social enterprise located in Freshwater Creek, Victoria on a mission to connect and empower the community.

As farmers and members of the local community, we recognise our role in changing the food system. We envision a more resilient and thriving regenerative farming and food ecosystem, where all people have access and are connected to land, food, culture and community.

We work to connect the local community to food and farming through these core business areas:

- Regenerative Farming - growing nutrient-rich food and working on regenerating our small pocket of land;
- Education Programs - school programs, internships and placements, community workshops, community volunteering, collaborations with other organisations and businesses across our region;
- Training and Employment Programs - to support people facing disadvantage in the community.
- Markets - connecting the local community to our regenerative produce and producers from around the region;
- Catering - using produce from the farm for a warm farm-to-table experience.

Role Description and Opportunity

As Farm Coordinator, you will report to the Farm Manager and play a key role in coordinating the retail and distribution components of the farm while supporting harvest operations and farm administration. You will contribute to the smooth operation of Common Ground Project's vegetable sales through produce boxes, Farmers Markets and local wholesale relationships, while also helping maintain strong connections with our customers and community.

This role combines practical farm work, administration, customer engagement and coordination of sales channels. You will work closely with the Farm Manager and broader team to ensure produce moves efficiently from field to customer while maintaining the high quality standards expected of Common Ground Project.

You will also support volunteer engagement and represent the farm through markets and customer interactions. As a visible part of the organisation, you will help communicate the mission and story of Common Ground Project while contributing to a resilient local food system.

This role is varied and rewarding, offering the opportunity to contribute meaningfully to both farm production and the strengthening of local food networks.

Primary Responsibilities

Retail Sales Coordination (Produce Boxes)

- Coordinate the weekly produce box program, including management of the online store and customer orders.
- Create weekly produce box pack lists and manage produce allocation based on harvest availability.
- Maintain and update the online produce box shop (Squarespace) and assist with customer communications and enquiries.
- Process invoices and payments using systems such as Xero and SquareUp.
- Maintain inventory records and assist with ordering from local producers where required.

Farmers Market Coordination

- Coordinate market stall operations including preparation, produce selection and logistics.
- Maintain relationships with market organisations and ensure stall compliance and communication.

- Pack produce and equipment for markets and attend markets (primarily Sundays and occasional Thursdays), often operating independently.
- Engage with customers at markets, share the story of the farm and support produce sales.
- Complete simple reporting following market days, including sales summaries and observations.

Farm Business Reporting & Marketing

- Assist with farm business reporting including compiling monthly sales summaries and key data relating to produce box and market performance.
- Contribute to evaluation of retail performance and identify opportunities to improve systems, sales or operations.
- Support marketing and communication activities relating to produce boxes, markets and produce availability, including assisting with produce availability eDMs and social media content.

Volunteer Coordination & Farm Support

- Assist Farm Team with volunteer day coordination.
- Lead volunteers in harvesting activities where required.
- Support harvesting, washing and packing vegetables in line with emerging food safety standards for market gardens.
- Support farm team with day to day tasks including planting, bed preparation, weeding, harvesting, washing and packing vegetables in line with emerging food safety standards for market gardens.

Customer Relationships & Deliveries

- Maintain and grow relationships with local produce box customers, restaurants and wholesale buyers.
- Support the delivery of vegetables to restaurants, wholesale customers and produce box customers.
- Confidently drive the refrigerated farm van (manual) for deliveries when required.

Secondary Responsibilities

Community Engagement & Partnerships

- Support the growth of Common Ground Project's presence in the local community through networking and collaboration with local organisations, businesses and community groups.
- Assist with facilitating partnerships, events and learning opportunities at the farm, including helping organise keynote speakers, workshops or community gatherings.

Internship Support

- Support mentorship opportunities for farmers participating in internship programs, contributing to knowledge sharing and skill development on the farm.

Key Skills & Experience

- Relevant experience working on a small-scale farm or market garden and undertaking key farm tasks in all weather conditions.
- Experience working with vegetable sales, farmers markets, retail produce or produce box schemes.
- Strong customer service skills and confidence communicating with a wide range of people.
- Passion for strengthening resilient local food and farming systems.
- Ability to work autonomously while contributing to a small, collaborative team.
- Strong organisational and administrative skills, including attention to detail.
- Comfort working across both physical farm work and administrative tasks.
- Strong communication skills, including a confident level of English.

Additional Requirements

- Ability to undertake physical farm work including lifting, packing and repetitive tasks.
- Current Australian driver's licence with ability to drive manual vehicles and a clean driving record.
- The right to work in Australia.
- Current Victorian Working With Children Check, or willingness to obtain.
- Tertiary qualification in a relevant field such as Agriculture, Horticulture, Environmental Studies, Food Systems, Humanities or similar (desirable).

Values & Culture

We are an inclusive team and value diversity in all its forms. Women, LGBTQIA+ folks, anyone who identifies as Indigenous or any other racialised groups, those from ethnically diverse communities are encouraged to apply. In your role, we hope you will express yourself, inspire others and contribute to the dynamism of the Common Ground Project culture.

You will be an ambassador for our culture, and we expect you to:

- Share and embody Common Ground Project's vision for a more resilient, fair and thriving regenerative farming and food ecosystem;
- Inspire, lead by example, be passionate about your work;
- Take responsibility for your own work and continually look for ways to improve existing approaches;
- Commit to reflection and learning, including sharing failures and uncertainties;
- Ensure the well-being of staff, and take care of each other.