



POSITION DESCRIPTION

Food Relief Coordination Project Officer

Position:	Swan Hill Food Relief Coordination Project Officer
Tenure:	Fixed Term 15hrs/week, July 2026-June2027
Reports to:	Bendigo Foodshare Project Worker and Swan Hill Community Heath Food Hub Coordinator
Position Summary:	<p>THE PROGRAM</p> <p>The Swan Hill Food Hub provides food relief to those in need in Swan Hill and district, via local services and agencies. The Swan Hill Food Hub operates as a collaboration of agencies working together to provide this service.</p> <p>The Swan Hill Food Hub is committed to working with the community to increase food skills, including growing and cooking skills, and to reduce the stigma and barriers to accessing help when it is needed.</p> <p>The position will be based at Swan Hill Neighbourhood House Inc., a not-for-profit organisation which provides services to the wider community through a variety of programs activities and support.</p> <p>POSITION PURPOSE</p> <p>The Project Officer is part of a small team delivering on the project “The Road to Relief: Partnering for Food Security in North West Victoria”. The Project Officer will</p> <ul style="list-style-type: none"> • work to support improved food relief supply chains and partnerships in Swan Hill and district. • Lead development of a new Swan Hill food relief entity and effective business model
Responsibilities:	<ul style="list-style-type: none"> • Contribute to the implementation of the project – The Road to Relief: Partnering for Food Security in North West Victoria. • Participate as part of a team to expand capacity, reduce duplication and increase efficiencies to maximise food relief into the Swan Hill, Buloke and Mildura LGAs. • Working with the other Road to Relief Project Officers, confirm a process for undertaking the mapping and needs analysis for the relevant LGAs. • Undertake the mapping and needs analysis for the Swan Hill LGA. • Assist with the identification of priority service gaps and develop evidence-based recommendations for expansion of the existing service model. • Work with Bendigo Foodshare and SecondBite to develop and implement a more effective supply chain to the Swan Hill region. • Support the establishment of a food relief entity to better meet the needs of the wider Swan Hill community including resource sharing and purchase of food storage solution.

	<ul style="list-style-type: none"> Support the current Swan Hill Food Hub to continue service provision to Swan Hill and district. <p><u>General</u></p> <ul style="list-style-type: none"> Understand and adhere to all relevant policies & procedures, Australian standards and legislation. Commitment to maintaining open, honest and professional communication at all times. Perform all work with a continuous improvement ethos to deliver timely, professional and relevant outcomes. All other reasonable duties as may be directed from time to time.
Safety:	<p>A reasonable level of fitness is required for this position.</p> <p>RESPONSIBILITIES: It is the responsibility of every employee to:</p> <ul style="list-style-type: none"> Take reasonable care for their safety and the safety of others Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor. Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. Be familiar with emergency and evacuation procedures. Participate in maintaining logs and safety records that meet legislative requirements. Within the parameters of this role ensure compliance with all food and transport legislative requirements and raise any Occupational Health and Safety concerns with your manager as they arise.
Key Selection Criteria:	<p>Essential</p> <ul style="list-style-type: none"> Tertiary qualification in a relevant field or experience in logistics. Ability to work as part of a team. Strong communication and interpersonal skills. Good written and verbal communication skills. Good administration and organisational skills with proficiency in MS Office. Analytical, data interpretation, and problem-solving skills. A commitment to the values of Swan Hill Neighbourhood House, with the ability to represent the organisation in a professional, sensitive and empathetic manner. Possess and maintain a valid driver's license and reliable vehicle. Clear Police Check. Current Working with Children Check.
Privacy and Confidentiality:	<p>The Swan Hill Food Hub is committed to protecting client, staff and organisational privacy and confidentiality, and it is essential all staff adhere to this requirement. Any breaches will result in a termination of services.</p>
Managers Name:	
Managers Signature:	