



# Position Description

<b>JOB TITLE</b>	Food Systems Program Manager
<b>REPORTS TO</b>	Partnership and Development Manager
<b>DIRECT REPORTS</b>	Program Coordinators, Casual/Project-based Staff, Volunteers
<b>LOCATION</b>	Geelong & Surrounds

## ABOUT FARM MY SCHOOL

Farm My School is a not-for-profit organisation partnering with schools to transform underutilised land into regenerative farms that nourish, educate and connect communities. Inspired by a vision of a healthier future for our people and planet, FMS is redefining how farming and food production can shape education, build capability, and strengthen community connection. Our approach goes beyond farming - it transforms how we engage with food, learning, and each other.

## JOB SUMMARY/PURPOSE

The Food Systems Program Manager leads Farm My School's growing portfolio of food systems programs on the Bellarine Peninsula. This currently includes the Sustainable Food Network | Bellarine, connecting local producers through shared logistics and a digital ordering platform to build reliable household access to nutritious food, and the FMS Food PRT-E Partnership Project, a research collaboration with Deakin University's Food & Mood Centre and four participating health services exploring the links between regeneratively grown food and maternal and infant health. The role is also expected to grow to include coordination of the Veg4Me initiative with Deakin University and the Farm to Family program as these are scoped and finalised.

These programs share common ground in local producer relationships, regenerative produce distribution, partnership management and reporting, and the Program Manager moves fluidly across all of them to build one connected approach to food systems and community health on the Peninsula.

Working across community, producer, philanthropic and research settings, the role requires adaptability, strong coordination, and the ability to manage multiple programs and partners at once.

The Food Systems Program Manager will lead the:

- Coordination and growth of the Sustainable Food Network | Bellarine, including onboarding 10–15 local producers, aggregating supply and managing a shared digital ordering platform.
- Expansion of the Farm My School veggie box program through the Network to reach 100–150 households weekly, including sliding-scale pricing to improve community access.
- Day-to-day program management of the FMS Food PRT-E Partnership Project, an MRFF-funded randomised controlled trial delivered with Deakin University's Food & Mood Centre and four participating health services - Barwon Health, Grampians Health, Colac Area Health and Western District Health Service - supporting 1,100 pregnant women across south-western Victoria.
- Coordination of fortnightly produce box delivery to trial participants, working with Midwife Nutrition Coaches and participating health services.
- Development of producer, council and community partnerships to grow Network reach and progress the pathway to community-owned cooperative governance.
- Documentation and reporting of program data, including produce volumes, household and producer numbers, and delivery outcomes.

As a Food Systems Program Manager on our team, responsibilities will include contributing to decisions and conversations around:

- Food security, nutrition and local food economy program design to optimise community reach and producer viability.
- Ensuring compliance with research, data privacy, food safety and other regulatory obligations relevant to each program.

This role requires strong relationship-building skills, sound judgement, and the ability to inspire confidence in producers, funders, research partners and community stakeholders alike.

## KEY RESPONSIBILITIES

The two program areas below are presented separately for clarity, but in practice the work crosses over with relationships, logistics and reporting skills apply across both, and the role moves between them as needed.

### Sustainable Food Network | Bellarine

- Onboard and maintain relationships with 10–15 local regenerative and organic producers across the Bellarine Peninsula.
- Aggregate producer supply and coordinate shared logistics to reduce the marketing and distribution burden on small producers.
- Manage the shared digital ordering platform connecting producers, the veggie box program and households.
- Grow the veggie box program to reach 100–150 households weekly, including sliding-scale pricing for community access.
- Progress the pathway toward community-owned cooperative governance of the Network within three to five years.
- Track and report on produce volumes, household and producer numbers, and food security outcomes.
- Prioritise produce distribution channels in this order: veggie boxes, school canteens, food tech, farmgate/markets, hospitality, and food relief/charity.

## FMS Food PRT-E Partnership Project

- Coordinate the fortnightly delivery of fresh produce boxes to trial participants from enrolment to six weeks postpartum.
- Liaise with Deakin University's Food & Mood Centre and the four participating health services on logistics, scheduling and reporting, including coordination with health-service-based trial roles at each site.
- Support Midwife Nutrition Coaches and the research team with on-the-ground coordination of produce, recipe and content delivery.
- Monitor and report on delivery performance and participant engagement against trial requirements.
- Provide delivery data and updates to support the Partnership and Development Manager's reporting on the philanthropic funding relationship attached to the trial's produce and community connection component.
- Act as the key FMS point of contact for the research partnership, escalating issues to management promptly.

Take on coordination of additional FMS food systems programs, such as Veg4Me and Farm to Family, as these are scoped and confirmed.

### Compliance

Ensure FMS programs meet all relevant food safety, council, data privacy and research ethics requirements. If there are any compliance issues or concerns, management is notified immediately.

### Stakeholder Liaison

- Build and maintain trusted relationships with Bellarine producer partners, research partners and community stakeholders.
- Engage with values-aligned local organisations, schools and health services on projects of mutual benefit.
- Assist with community engagement events and represent FMS in a professional and community-minded manner.

### OH&S and other Regulatory Compliance

- Monitors program processes and activities to ensure FMS operations comply with statutory requirements.
- Ensure staff, contractors, volunteers and partners comply with OH&S guidelines and all regulatory obligations.
- Ensure adequate briefings occur and safe work practices are adhered to across delivery and distribution activities.
- Report any unsafe behaviour, equipment requiring maintenance, or otherwise threat to Directors.

### Continuous Improvement

- Provide recommendations to Management on plans or proposals to maintain and/or improve network reach, partnerships and program delivery.
- Any other tasks requested by management.

## ROLE DELIVERABLES

The Food Systems Program Manager will work closely with the Partnership and Development Manager to set realistic targets and is accountable for:

- meeting agreed Network growth, distribution and trial delivery targets.

- strong, well-managed partnerships with producers, health services and community stakeholders.
- accurate tracking, documentation and reporting across both programs.
- compliance with OH&S, data privacy and research ethics requirements.
- continuous improvement of program systems and delivery.

## POSITION QUALIFICATIONS

### Essential Skills & Abilities

- Prior experience is essential, having delivered or coordinated a community program, partnership or project of similar scale and complexity.
- Strong organisational and time management skills, with the ability to manage multiple priorities across two distinct programs.
- Demonstrated ability to coordinate partnerships involving external organisations.
- Strong communication and stakeholder engagement skills.
- Ability to work independently, take initiative and adapt in a dynamic environment.
- Sound administrative and computer skills with attention to detail, including producing reports for funding and research milestones.
- Strong facilitation, teamwork and collaboration skills.
- Passion for and commitment to food security, community health and regenerative food systems.
- Passion for & commitment to environmental care, respect & regeneration

### Requirements

- Working with Children Check
- Current Driver's Licence
- Full Australian working rights
- Positive and approachable demeanour, with the ability to work well with diverse groups.

### Desirable

- Established networks within the local community, health sector or research institutions.
- Experience supporting small producers, local food economies or cooperative/ community-ownership models.
- Experience working alongside research partners or within a clinical trial or research-program environment.
- Commitment to sustainability and regenerative food systems