



THE FOOD CENTRE

A not-for-profit community organisation

Social Supermarket Coordinator

SCHADS Award Level 4.1

The Food Centre – Social Supermarket

Location: Hastings Street, Seaford, South Australia

Help Shape a Brand-New Community Hub

This new Social Supermarket is being established through a collaborative partnership between The Food Centre, Good Shepherd Australia New Zealand (Good Shepherd ANZ), the City of Onkaparinga, and the South Australian Department of Human Services. The successful applicant will play a key role in establishing and growing a new community hub during an exciting period of organisational growth, development and transition, helping to shape its foundations and long-term impact.

This is a rare opportunity to be part of something from the very beginning—helping design, build and deliver a service that will directly improve food security, social connection and wellbeing for individuals and families in the southern Adelaide region.

About The Food Centre

The Food Centre is entering an exciting new phase as it transitions and integrates as part of Good Shepherd Australia New Zealand (GS ANZ). This reflects a shared commitment to strengthening community services, expanding impact, and delivering sustainable, high-quality support for people experiencing food insecurity and financial hardship.

The Food Centre will continue to operate under its trusted local identity, now strengthened by the governance, expertise, and national support of Good Shepherd ANZ—creating a stronger platform for long-term community impact and innovation.

About the Opportunity

The Food Centre – Social Supermarket is seeking an enthusiastic, community-driven and highly organised Social Supermarket Coordinator to lead the establishment and day-to-day operation of this new service.

Reporting directly to the Chief Executive Officer, you will be responsible for coordinating operations, supporting members, building partnerships, leading



The Food Centre Incorporated • P.O.Box No 213 • Kilburn • SA 5084

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volunteers, and contributing to grant-funded projects and community development initiatives.

This role is ideal for someone who thrives in a dynamic environment, enjoys building something new, and is passionate about creating real and lasting social impact.

Key Responsibilities

- Coordinate the daily operations of the Social Supermarket
- Support individuals and families experiencing food insecurity and financial hardship
- Recruit, train and support volunteers
- Build and maintain strong partnerships with community organisations, businesses and government agencies
- Assist with grant writing, funding submissions and partnership development
- Collect and report data, outcomes and impact measures
- Support budget monitoring and project administration
- Ensure compliance with food safety, workplace health and safety and child-safe requirements
- Promote dignity, inclusion and community participation in all service delivery
- Contribute to innovation, continuous improvement and service development

Essential Requirements

- Certificate IV or higher qualification in Community Services, Human Services, Community Development, Social Work or related field, or equivalent experience
- Experience in community services, food relief, volunteer coordination or community development
- Current legal entitlement to work in Australia
- Evidence of Australian Citizenship, Permanent Residency, or a valid visa permitting employment
- Current Working with Children Check
- Current National Police Check
- Current First Aid and CPR certification, or willingness to obtain
- Current unrestricted driver's licence
- Current Food Safety Supervisor certification, or willingness to obtain within three (3) months
- Strong communication, organisational and stakeholder engagement skills
- Ability to work independently and collaboratively in a fast-paced environment



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Desirable Experience

- Experience in grant writing and funding submissions
- Experience in project coordination, reporting and budgeting
- Knowledge of local community services and referral pathways
- Experience supervising volunteers
- Understanding of food insecurity and community development principles
- Experience working in the not-for-profit or community services sector

What We Offer

- The opportunity to help establish a brand-new community service from the ground up
- A meaningful role with direct social impact
- A collaborative, values-driven and supportive working environment
- Opportunities for professional growth and development
- The chance to work alongside respected community, government and not-for-profit partners



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