



Position Description: Our Food Connections Project Lead

Classification	SCHCADS Social and community services employee level 4 - pay point 1 with opportunity to progress
Salary	\$36,911 p.a. (\$46.70 p.h.) Additionally, you are eligible to access NFP salary packaging of up to \$15,900 towards living expenses and \$2,650 towards meals and entertainment, reducing your taxable income and increasing your take-home pay by upwards of 23.76%. The equivalent maximum gross salary is \$41,153 p.a.
Superannuation	Employer contribution of 12%
Working hours	0.4 Part Time Equivalent (15.2 hours per week)
Basis of employment	Fixed Term 12-month contract
Other benefits	Motor vehicle allowance, annual leave loading, wellbeing days, flexible work hours and portable long service leave with the Portable Long Service Authority scheme
Location	On the unceded lands of the Taungurung, Wurundjeri Woi Wurrung, Wadawurrung and Bunurong peoples.
Reports to	Maria Lowe, Community Initiatives Manager
Direct reports	Nil
Applications close	5pm (AEST) Sunday 6 September 2026
Contact for enquiries and applications	Email a cover letter addressed to Maria Lowe and copy of your CV with the Subject Line: Our Food Connections Project Lead [your name] at: application@kitchengardenfoundation.org.au



Position Summary

Supported by philanthropic funding, the Stephanie Alexander Kitchen Garden Foundation (SAKGF) partners with the Victorian Aboriginal & Community Controlled Health Organisation (VACCHO) to support Aboriginal Community Controlled Organisations (ACCOs). This role supports their self-determined priorities for establishing kitchen gardens and culturally appropriate food education for children and young people.

Reporting to the Community Initiatives Manager in Narm (Melbourne) on the unceded lands of the Taungurung, Wurundjeri Woi Wurrung, Wadawurrung and Bunurong peoples, the Project Lead works under general direction. The Project Lead walks alongside ACCOs, and is responsible for the day-to-day project coordination, community engagement and expense tracking of the project. Intra-state travel is required to provide on-the-ground support primarily across Greater Melbourne.

Key Responsibilities and Goals

1. Culturally Safe & Inclusive Project Delivery

- **Self-determined outcomes:** Keep self-determined outcomes for Aboriginal communities at the absolute core of all project operations.
- **On-the-ground support:** Provide dedicated, hands-on advice and practical support directly to community members within identified ACCOs.
- **Culturally appropriate:** Implement a culturally responsive approach to support ACCOs to build community gardens and deliver food education initiatives for youth.
- **Strengths-based methodology:** Execute the project using a strengths-based model focused on connection and knowledge sharing.
- **Resource development:** Culturally appropriate resources and/or recipes are developed in close collaboration with VACCHO.

2. Community & Stakeholder Engagement

- **Relationship building:** Develop authentic, meaningful, and sustainable relationships with key stakeholders and community leaders.
- **Sector collaboration:** Connect and work collaboratively alongside relevant local community organisations identified in partnership with VACCHO.
- **Community activations:** VACCHO and ACCOs are supported with events as required to engage and inspire community members, leaders, children, and young people with pleasurable food education

3. Project Delivery & Administration

- **Operational execution:** Deliver day-to-day project activities smoothly within defined guidelines and project parameters.



- **Task prioritisation:** Manage daily schedules and show a proactive attitude to meet established project timelines with general oversight.
- **Budget monitoring:** Track local project expenditure precisely against a pre-allocated budget and submit receipts accurately.
- **Resource management:** Ensure considered and efficient use of available project supplies and resources.
- **Future planning:** Contribute valuable local feedback to help scope future community initiatives.

4. Evaluation, Reporting & Participation

- **Data collection:** Gather required monitoring data and evaluation metrics in accordance with project requirements.
- **Evaluation:** Project is monitored and evaluated to ensure on-the-go learning is applied, to inform ongoing improvement to delivery and scaling.
- **Drafting reports:** Assist in drafting timely, professional, and high-quality progress updates for management and funders.
- **Record keeping:** Maintain highly organised project documentation, knowledge management, and data security.
- **Team collaboration:** Participate constructively and enthusiastically in cross-organisational meetings, events, and tasks.

Key Selection Criteria

- **Culturally informed:** Expertise in culturally informed ways of working with experience in supporting self-determined project outcomes.
- **Stakeholder Management:** Proven ability to create and sustain positive relationships with a diverse range of stakeholders, including Aboriginal and Torres Strait Islander communities.
- **Relevant Experience:** Practical experience in kitchen gardens, health promotion, food education, or community-led initiatives with an equity focus.
- **Kitchen Garden Skills:** Core kitchen or garden knowledge enabling confident, hands-on support for community leaders on the ground.
- **Project Coordination:** Strong organisational skills to manage multiple project tasks simultaneously under general direction while accurately tracking expenses.
- **Technical Aptitude:** Proficiency in Microsoft 365 and experience utilising CRM systems (such as Salesforce) to manage data.

There will likely be significant focus walking alongside ACCOs based in Greater Melbourne on lands of the Taungurung, Wurundjeri, Wadawurrung, Bunurong peoples. The Project Lead must be willing to travel to provide in-place relationship building and project support with ACCOs, communities and local stakeholders. A hybrid option to work flexibly with some days from home may be considered for the right candidate.



Prerequisites

- Relevant four-year degree with one year's relevant experience; OR
- Three-year degree with two years of relevant experience; OR
- Associate diploma with relevant experience; OR
- Lesser formal qualifications with substantial years of relevant experience

Compliance & Requirements

- Valid Victorian Working with Children Check (Employee)
- Current National Police Check
- Current Victorian Driver's Licence
- Right to work in Australia

Additional requirements

- The Project Lead may from time to time be required to travel intra-state to regional Victoria. A motor vehicle allowance will be provided, along with any eligible travel reimbursements as per our travel policy and procedure.

Employment information

- This role is covered by the [Social, Community, Home Care and Disability Services Industry Award 2010 \(SCHCADS\)](#), a Fair Work Commission consolidated modern award which incorporates all amendments up to and including 1 July 2026
- This is not an exhaustive list of responsibilities or skills. This document is to be used as a guide only and incumbents may be required to complete tasks outside of this Position Description

Job Complexity, Skills, Knowledge

Characteristics of a level 4.1 role:

- works under general direction that requires the application of skills and knowledge appropriate to the work. Generally, guidelines and work procedures are established
- will apply knowledge and skills which are gained through qualifications and/or previous experience in a discipline and will be expected to contribute knowledge in establishing procedures
- may be required to provide specialist expertise or advice in their relevant discipline
- requires a sound knowledge of program, activity, operational policy or service aspects of the work performed
- requires skills in managing time, setting priorities, planning and organising their own work to achieve specific objectives



- will be expected to set outcomes and further develop work methods where general work procedures are not defined

Responsibilities

To contribute to the operational objectives of the workplace, a level 4.1 is expected to perform some of the following:

- undertake activities which may require exercise of judgment and/or contribute critical knowledge and skills where procedures are not clearly defined
- perform duties of a specialised nature requiring the development of expertise over time or previous knowledge
- identification of specific or desired performance outcomes
- contribute to interpretation and administration of areas of work for which there are not clearly established procedures
- expected to set outcomes and further develop work methods where general work procedures are not defined and could exercise judgment and contribute critical knowledge and skills where procedures are not clearly defined
- although still under general direction, there is greater scope to contribute to the development of work methods and the setting of outcomes. However, these must be within the clear objectives of the organisation and within budgetary constraints
- exercise responsibility for various functions within a work area
- undertake a wide range of activities associated with program activity or service delivery

Where the prime responsibility lies in a specialised field, the level 4.1 would undertake at least some of the following:

- liaise with other professionals at a technical/professional level
- discuss techniques, procedures and/or results with clients on straight forward matters
- carry out a variety of activities in the organisation requiring initiative and judgment in the selection and application of established principles, techniques and methods
- perform a range of planning functions which may require exercising knowledge of statutory and legal requirements
- assist senior employees with the planning and co-ordination of a community program of a complex nature



Requirements of the position

Some or all the following are needed to perform the work of a level 4.1.

Skills, knowledge, experience

- knowledge of statutory requirements relevant to the work
- knowledge of organisational programs, policies and activities
- sound discipline knowledge gained through experience, training or education
- knowledge of the role of the organisation and its structure and service
- specialists require an understanding of the underlying principles in the discipline

Organisational relationships

- works under general direction

Extent of authority

- required to set outcomes within defined constraints
- provides specialist technical advice
- freedom to act governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within the clear objectives and/or budget constraints where there are no defined established practices
- solutions to problems generally found in precedents, guidelines or instructions
- assistance usually available

Key Performance Indicators

Key Performance Indicators (KPIs) are specific measures that demonstrate that outcomes in each key activity have been achieved. KPIs will be negotiated with the individual employee and reviewed regularly and annually as part of the performance management cycle.

1. Stakeholder & Community Engagement

KPI focus:

- Strong, ongoing relationships established with ACCOs, community organisations, and local stakeholders.
- Dedicated, hands-on support is provided to community members within the identified ACCOs supporting their self-determined priorities for establishing kitchen gardens and culturally appropriate food education for children and young people.

Why it matters: Builds trust, supports culturally appropriate delivery, and strengthens long-term community impact.



2. Project Delivery & Administration

KPI focus:

- Project activities support self-determined outcomes for Aboriginal communities
- Accurate tracking of budget and timely submission of expenses.

Why it matters: Ensures efficient use of funding and maintains compliance with organisational and funder expectations.

3. Monitoring, Evaluation & Reporting

KPI focus:

- Complete and accurate data collection aligned to project requirements.
- Timely contribution to reports and documentation.

Why it matters: Supports accountability, demonstrates outcomes, and informs continuous improvement.

4. Team Contribution & Alignment

KPI focus:

- Active participation in team activities and collaboration across the organisation.
- Demonstrated alignment with SAKGF values and ways of working.

Why it matters: Supports a cohesive team culture and ensures consistent, high-quality program delivery.

Organisational Requirements and Commitments

Child Safety, Cultural Safety & Safety of Vulnerable People

The Foundation is a Child Safe Organisation, committed to the safety and wellbeing of children, young people, people with disability, and other vulnerable people. We have zero tolerance of abuse and neglect of all vulnerable people. The Foundation is committed to providing a safe environment in which children and vulnerable people are protected from violence, abuse and neglect. All employees must:

- Always comply with the Child Safe Standards.
- Abide by the Child Safety policy, Code of Conduct and all child safe policies and procedures.



- Maintain a commitment to child safety, equity and inclusion, and cultural safety.
- Maintain a safe environment in which children and vulnerable people are always safe.
- Actively prevent, and immediately report to the Foundation, any violence, abuse or neglect of any child or vulnerable person.

Workplace Health & Safety

The Foundation has zero tolerance for compromised worker safety. We endeavour to provide a working environment that is safe for all employees and people who use our services. As an employer, the Foundation adheres to Occupational Health & Safety regulations. All employees must:

- Comply with all Foundation policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of their own health and safety, and the health and safety of their colleagues, service users, and others who may be affected by the employee's acts or omissions in the workplace.
- Immediately report to the Foundation any perceived or actual hazards or incidents.
- Not perform tasks where you do not feel safe or trained.

In addition, you have the right to switch off digital tools (including means of communication for work purposes) outside your working time without facing consequences for not replying to e-mails, phone calls or text messages.

Code of Conduct and Operational Accountability

The Foundation is committed to operating efficiently and ethically and remaining operationally and financially sustainable. All employees must:

- Operate within the requirements of the Foundation's accreditations, registrations, policies and procedures, Code of Conduct, and regulatory guidelines.