

Northey Street City Farm

..... a place for learning about living sustainably in the city



POSITION DESCRIPTION

Position:	Site Coordinator
Hours:	18 hours per week, Tuesdays to Thursdays, with occasional additional hours
Pay rate:	NSCF Enterprise Agreement Level 3, \$30.47 per hour, plus entitlements as defined in the NSCF Staff Agreement, such as leave and superannuation.
Contract Position:	Permanent part-time
Responsible to:	Education and Farming Manager

Person

The Site Coordinator should be a resourceful individual with proven experience in site maintenance, workplace health and safety (WH&S) and work coordination. They are responsible for supporting all activities at NSCF by coordinating the overall maintenance of the site.

Working Environment

Northey Street City Farm (NSCF) is a not-for-profit community organisation for people of all ages and backgrounds to learn about permaculture through hands-on experience. Join an enthusiastic, passionate group of people to work on one of Australia's largest city farms. Our education program caters for all ages with a variety of courses and activities. We also operate social enterprises including City Farm Nursery and Northey Street Organic Farmers Market. NSCF is a community hub that facilitates the development of social connections and new skills for volunteers and participants in a variety of programs.

Role

- Working under the direction of the Education and Farming Manager, the Site Coordinator coordinates and implements the maintenance of the farm site, manages waste and cleaning tasks and ensures the health, safety and security of all farm users.
- Timing of working hours may be flexible according to individual and farm needs, such as events and emergencies (e.g. floods).

Responsibilities

- Day-to-day management of the NSCF site (buildings, grounds and infrastructure) to ensure the safety and security of all Farm users, to meet council maintenance requirements and to enhance the Farm's appearance.
- Ensure site infrastructure is functional and liaise with tradespeople for repairs and regular maintenance.
- Meet fire safety compliance requirements, in collaboration with the Education and Farming Manager.
- Coordinate all onsite waste management and cleaning of the kitchen and toilets.
- Liaise with other NSCF coordinators to meet the site requirements for Farm activities, including assisting with preparation for site hires and events.
- Supervise volunteers and other program participants in the completion of site tasks.
- Organisation and maintenance of the tool shed, including: repair and maintenance of tools and equipment; coordination of electrical and safety compliance checks; and purchasing and replacement of tools and equipment when required.
- Assist the Education and Farming Manager and the Design Group in the planning and development of the farm site.
- Management of irregular site users, including homeless people.
- Actively participate in meetings as required.

Benefits

- Annual training budget of \$500
- Bonus leave between Christmas Day and New Year's Day (in addition to 4 weeks' annual leave)
- Opportunities to participate in NSCF courses and programs at reduced prices
- Opportunities for additional casual work in other Farm activities
- Free morning tea and lunch Tuesday-Thursday

Selection Criteria

Essential

1. Skills and experience in construction, site management and WH&S practices
2. Demonstrated experience of maintaining buildings, grounds, equipment, and infrastructure
3. Excellent interpersonal and communication skills
4. Ability to work alone, within an interdependent team structure and to coordinate team members
5. Commitment to working with people from a diverse range of cultural and socio-economic backgrounds
6. Hold a current First Aid Certificate, or be willing to acquire one
7. Hold a current Construction White Card, or be willing to acquire one
8. Hold a current Blue Card, or be willing to acquire one.

Desirable

9. Hold a Permaculture Design Certificate (PDC)
10. Experience working in community/not-for-profit organisations.

Applications

Applications must briefly address the selection criteria under individual headings (maximum 100 words each). **Applications that do not do this will not be considered.** Please also include a CV with at least two referees.

For further information, please contact the Education and Farming Manager, Emma Brindal, on edufarm.mgr@nscf.org.au or phone the Farm on 3857 8775

- Applications are due **4pm Thursday 27th August**
- Proposed interviews are early September
- Proposed start is mid-September
- Please submit application electronically to: info@nscf.org.au
- Aboriginal and Torres Strait Islander people are encouraged to apply

Our Ethics: caring for Earth, caring for people, and fair share

Our Vision: a world of abundance, connection and harmony

Our Belief: by practicing permaculture, we can contribute to an environmentally, socially and economically just world

Our Purpose: to be an inspirational working model of a community-based urban permaculture farm, which promotes and educates for an ecologically and socially sustainable society

info@nscf.org.au | (07) 3857 8775 | www.nscf.org.au