



Position Description: Blacktown Kitchen Garden Project Lead – parental leave cover

Classification	SCHCADS Social and community services employee level 4 - pay point 1.
Salary	\$73,823.36 p.a. 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 14.43%. The equivalent maximum gross salary is \$82,553 p.a.
Superannuation	Employer contribution of 12%.
Working hours	0.8 Full Time Equivalent (30.4 hours per week) with flexibility for the right candidate.
Basis of employment	Fixed Term 6-month contract, with a 6-month probation period commencing no later than mid-January 2027.
Other benefits	Motor vehicle allowance, annual leave loading, wellbeing days, flexible work hours and portable long service leave with the NSW Community Services Industry (CSI) scheme.
Location	On the unceded lands of the Darug people in Western Sydney, NSW. Co-located with the health promotion team at the Western Sydney Local Health District.
Reports to	Maria Lowe, Community Initiatives Manager.
Direct reports	Nil.
Applications close	There is no closing date. We will review applications as they are received.
Contact for enquiries and applications	Upload to Employment Hero your application which should include a cover letter addressed to Maria Lowe and copy of your CV with the Subject Line: Blacktown Kitchen Garden Project Lead [your name]. Enquiries only to be addressed to Maria at application@kitchengardenfoundation.org.au



Position Summary

With philanthropic funding, the Foundation is delivering a 5-year community initiative on the unceded land of the Darug people in Blacktown, NSW. The project enables children to form positive food habits for life through pleasurable food education and kitchen garden programs.

The Foundation is hiring a 6-month fixed-term Parental Leave cover for the Project Lead. Reporting to the Community Initiatives Manager in Narrm (Melbourne) on the unceded lands of the Wurundjeri Woi Wurrung and Bunurong peoples, the Project Lead works under general direction. The role is responsible for the day-to-day project coordination, school support, stakeholder engagement, and expense tracking of the project. Utilising local knowledge, the Project Lead will take a place-based approach to the expansion of pleasurable food education and Kitchen Garden Programs (KGP) in primary schools across the Blacktown Local Government Area (LGA).

Key Responsibilities and Goals

1. Program Delivery & School Support

- **School engagement:** Identify and proactively connect with primary schools across Blacktown LGA to promote the program.
- **EOI administration:** Coordinate the Expression of Interest (EOI) process for additional schools in a way that addresses inequities.
- **Hands-on support:** Deliver advice, resources, toolkits, and ongoing guidance to local program members to ensure program continuity.
- **Network coordination:** Support local school clusters and encourage active participation in the wider Australian community of practice.
- **Insight gathering:** Feed local learnings and operational insights back to the broader KGP team to respond to community needs.
- **Activity facilitation:** Deliver engaging cooking and gardening activities to children and young people alongside school/service staff.
- **Upskilling:** Professional development and networking opportunities are facilitated for local educators, and the KGP team is supported with the delivery of professional development in New South Wales, as required.
- **Success sharing:** Document and celebrate school achievements through internal and community communication channels.

2. Community & Stakeholder Engagement

- **Relationship maintenance:** Build and sustain authentic, productive relationships with diverse external stakeholders and community groups.
- **First Nations engagement:** Connect respectfully and proactively with local Aboriginal and Torres Strait Islander organisations using established frameworks that support self-determination.



- **Health network alignment:** Collaborate actively with local organisations supporting healthy eating priorities across Western Sydney (e.g., Western Sydney Local Health District).
- **Local government liaison:** Liaise with local council to align project activities with local health, wellbeing, and food strategies.
- **Event delivery:** Plan and deliver local community activation events and milestone celebrations to build program awareness and momentum.
- **Inclusive delivery:** Ensure all pleasurable food experiences are delivered accessibly, celebrating the rich cultural diversity of the local area.

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 educational resources.
- **Future planning:** Contribute valuable local feedback to help scope future regional initiatives across Western Sydney.

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

- **Relevant Experience:** Practical experience in school-based kitchen gardens, health promotion, food education, or community-led initiatives with an equity focus.
- **School Sector Knowledge:** Familiarity with school environments and a solid understanding of the operational challenges faced by primary school educators and leadership.
- **Kitchen Garden Skills:** Core kitchen or garden knowledge enabling confident, hands-on support for educators on the ground.



- **Facilitation Skills:** Demonstrated experience and confidence delivering training workshops, professional development, or community education activities.
- **Stakeholder Management:** Proven ability to create and sustain positive relationships with a diverse range of stakeholders, including First Nations and multicultural communities.
- **Local Knowledge:** Strong understanding of the Blacktown LGA community dynamics and social factors impacting project delivery; existing local links are highly desirable.
- **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.

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

Additional requirements

- The position is based on the unceded lands of the Darug people in Western Sydney NSW, requiring face-to-face time spent on the ground engaging with schools and stakeholders. A hybrid option to work flexibly with some days from home may be considered for the right candidate.
- The Project Lead may from time to time be required to travel intra-state and interstate. A motor vehicle allowance will be provided, along with any eligible travel reimbursements as per our travel policy and procedure.
- First aid certification, or a willingness to obtain.

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.

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.

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.



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.