



## Position Description

<b><u>Position Title:</u></b>	Geelong Food Assistance Network (GFAN) Coordinator
<b><u>Hours of work:</u></b>	0.7 FTE (3-year term)
<b><u>Employer:</u></b>	OneCare Geelong
<b><u>Reporting to:</u></b>	GFAN Working Group
<b><u>Salary:</u></b>	SCHADS Award, Level 6

### Position Overview

- The position of the GFAN Coordinator is auspiced by OneCare Geelong
- The GFAN Coordinator reports to the GFAN Working Group
- The position of the GFAN Coordinator is supervised by the CEO of OneCare Geelong who is also the Chair of GFAN and member of the GFAN Working Group.

### About OneCare Geelong

OneCare Geelong is an independent not for profit organisation located in Geelong West and provides a range of services that aim to build and strengthen relationships and social connection opportunities to those in the community who are isolated, marginalised, and/or needing support. OneCare Geelong was established in 2009 as a response to the community needs recognised by OneHope Baptist Church. We are faith based but not faith biased. Everyone is welcome.

OneCare's current programs includes an affordable counselling service, COACH mentoring program, a community Foodbank and Community Meal program.

**Vision:** To see people living lives, where they feel valued, supported and connected in their community.

**Purpose:** Provide services that build community, restore hope and empower lives.

### About GFAN

The primary role of GFAN is to assist in creating a more efficient and effective regional system to meet the needs of those experiencing food insecurity in the Geelong/G21 community. Its objectives are:

1. To increase the capacity within the Emergency Food Relief Service System in the Geelong/G21 region through the transfer of information, knowledge, skills and resources.

2. To improve access and supply of nutritious and culturally appropriate food for vulnerable population groups in the Geelong/G21 region. This covers all aspects of supply, distribution, transport and access to food including fresh, prepared, purchased meals and food supplies.
3. To raise awareness of the Food Assistance Network as the peak body, and the role the network members play in meeting the food insecurity need in the Geelong/G21 region.
4. To educate community, policy makers and other relevant stakeholders about the issue of food insecurity, and advocate for solutions to effectively reduce food insecurity in the Geelong/G21 region.

### **Key Responsibility Areas**

- Strengthen the Networks resources and processes to support its long-term sustainability. This includes facilitating a review of the Networks governance structure and identifying and pursuing funding opportunities.
- Build partnerships and relationships across the network and with other stakeholders including food suppliers, donors and government.
- Support improved service coordination across the network, including the development of systems and procedures to support more efficient food distribution amongst members.
- Represent GFAN at meetings and gatherings that will further the work of GFAN and ensure the voice of GFAN members is heard.
- Support the Network to develop an advocacy plan around the issue of food insecurity and solutions to effectively reduce food insecurity in the Geelong/G21 region.
- Support data collection and evaluation efforts by individual members and the network.
- Share key resources, funding opportunities, data and research relevant for the network.
- Scope, develop and implement a communication plan and marketing collateral which:
  - educates key stakeholders about the issue of food insecurity in the region, including challenges and potential solutions;
  - raises community awareness of the network and individual members as it relates for food assistance;
  - raises the profile of GFAN as a peak body;
  - contributes towards achieving network advocacy outcomes.
- Support capacity building of members individually and collectively based on needs identified.
- Work with other GFAN working group members to support the day to day running of GFAN, such as coordination of meetings, development of agenda, maintaining membership list.
- Pursue other activities relating to the purpose and objectives of GFAN as they arise.

### **Qualifications and Experience**

- Tertiary qualification in relevant field such as business administration, community services, social work
- Minimum 3-years experience working in the not for profit or government sector, or similar type role
- Experience and knowledge of emergency food/crisis operations a plus
- Experience working with committees to deliver work tasks or leading/facilitating teams or networks a plus

### **Knowledge and Skills**

- Proven relationship management and stakeholder engagements skills, ideally including dealing with multiple stakeholder groups
- Good networking skills to establish and develop collaborative networks and partnerships.
- Ability to work independently as well as collaboratively with a team with a friendly and positive attitude

### **Knowledge and Skills (continued)**

- A demonstrated track record as a good strategic thinker with an equal track record of getting things done and attention to detail.
- Self-motivated and demonstrated organisational skills with the ability to multitask, time manage, prioritise tasks, and plan
- Experience and/or skills in anticipating issues, developing practical solutions and delivering outcomes
- Ability to implement a continuous improvement approach including developing and reviewing program processes and procedures.
- Demonstrated experience in effective change management and proven ability to learn in a fast-paced environment.
- Excellent written and verbal communication skills for a range of audiences
- High level competency with Microsoft Office (Word, Excel and PowerPoint) and comfortability with technology

### **Other**

- Ability and willingness to work within and promote OneCare values and ethos.
- Willingness to undertake travel in the G21 region, within Melbourne and to regional Victoria as required
- Current valid Australian Driver's License
- Willingness to utilise own vehicle for business travel (reimbursement provided in accordance with ATO vehicle Reimbursement Schedule)

An offer of employment at OneCare Geelong will be subject to a satisfactory National Police Record Check, Working with Children Check and demonstration of evidence outlined below regarding COVID-19 Vaccination as this position is considered an authorised worker:

From Friday 15 October 2021, the Victorian State Government public health order stipulates that all authorised workers, unable to work from home, are required to demonstrate evidence that they:

- are fully vaccinated with two doses of a COVID-19 vaccine, or
- have received the first dose and have a booking to receive the second dose by 26 November 2021, or have a medical exemption evidenced by an authorised medical practitioner.

### **For More Information and to Apply for the Position**

For additional information or questions about the position please contact Claire Faulmann, Chair, Geelong Food Assistance Network via email [claire@onecaregeelong.com.au](mailto:claire@onecaregeelong.com.au).

To apply for the position, please submit a cover letter highlighting your suitability for the position based on the identified qualifications, experience, knowledge and skills and a copy of your resume to [Jenny@givewhereyoulive.com.au](mailto:Jenny@givewhereyoulive.com.au) no later than **Thursday 2 December 2021**.