


Position Description

Program Facilitator - Schools Food Literacy



Foodbank Victoria

POSITION:	Program Facilitator - Schools Food Literacy	LOCATION:	Yarraville
		DIRECT REPORTS:	Volunteers
REPORTS TO:	Program Coordinator - Schools Food Literacy	APPROVED BY:	Chief Executive Officer - David McNamara
DATE PREPARED:	November 2021	CEO SIGNATURE:	

PURPOSE:

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for more than 90 years. Through our network of 533 charity partners across the State, we're able to provide 1.2 million meals a month to Victorians in need. And while supporting our charity partners is at the core of what we do, as the State's dedicated emergency food relief organisation, we're also here to assist Victorians through times of crisis.

Our vision is healthy food for all. We believe that all Victorians should have regular access to healthy food. That's why we work with partners right across the food and grocery sector, from farmers and growers right through to retailers, to source and rescue essential food and grocery items to redistribute to Victorians in need.

In FY 19-20 we distributed more than 9.3 million kilograms of food - the equivalent of putting 16.7 million meals on tables for people in need.

The Position

The Program Facilitator - Schools Food Literacy position is responsible for delivering Foodbank Victoria's Cooking Classes program which will be delivered to parents and students in disadvantaged state schools across Victoria. Some out of work hours and travel to regional Victoria will be required.

ACCOUNTABILITIES:

KEY RESULT AREA	PERFORMANCE STANDARDS
Occupational Health and Safety.	<ul style="list-style-type: none"> Ensure that Occupational Health and Safety standards and procedures are maintained by all employees, volunteers and participants in the sessions. Ensure compliance with OHS requirements for vehicle use and driving practices when using FBV fleet vehicles. Implement continuous improvement in OHS practices by recommending changes and implementing agreed improvements relevant to the position. Administer First Aid within Cooking Classes, as required.
Facilitation and Coordination of Education Sessions.	<ul style="list-style-type: none"> Deliver practical, interactive, hands on cooking classes for groups of parents/caregivers and students via face to face and online classes. Deliver classes in accordance with agreed targets and timelines. Deliver the agreed curriculum and program materials in a positive and engaging manner.

	<ul style="list-style-type: none"> Promote the benefits of a healthy diet and families connecting over meals. Responsible for the coordination of classes by packing and delivery of session materials, equipment and food. Assist with the coordination of program scheduling, including school bookings, inductions and course scheduling. Ensure food and equipment required for each session are packed and delivered to meet class needs. Ensure class set up and pack down at each session meet agreed standards. Ensure food safety requirements are met and maintained in storage, delivery and transport of food. Engage with internal and external stakeholders to ensure effective operation of the Program. Preparation and review of cooking equipment and program resources. Ensure nutrition advice is only provided at the direction of the Program Coordinator to ensure information adheres to current research and industry-practice and reflects diverse needs of community including cultural, medical and nutritional needs. Provide effective guidance and support to program volunteers during class delivery. Work collaboratively within the Schools team by assisting with additional duties and activities as directed. 	
Program Administration and Evaluation	<ul style="list-style-type: none"> Provide reports on activities as requested. Follow incident reporting protocols as outlined in Foodbank Victoria policy. Ensure all Program administration completed within agreed timeframes. Review all education activities to identify problems and implement continuous improvement processes. Support program administration and evaluation as required. 	
Self-management	<ul style="list-style-type: none"> Positive participation in regular team meetings. Inform team members and other departments of relevant information as appropriate. Willingness to undertake training and development opportunities as appropriate. Effective time management and organisational skills demonstrated through ability to meet deadlines. Willingness to undertake other duties as required. Demonstrate the Foodbank Victoria values of empowerment, accountability, respect and integrity in all work activities. 	
Authorisation Level	<ul style="list-style-type: none"> Prior approval from your manager is required for any single purchase or financial commitment of \$50 or more and/or any monthly purchase or financial commitment. In the absence of your Manager, approval of the CEO or two department managers is required. All employment decisions must be approved by the CEO. 	
Physical Requirements	<ul style="list-style-type: none"> Ability to demonstrate practical cooking and kitchen skills. Ability to perform standard office based tasks including computer use. Ability to lift items approximately 10kg weight. 	
KEY PERFORMANCE INDICATORS:		
PERFORMANCE & WEIGHTING	INDICATOR	MEASURES
1. Program-specific	<ul style="list-style-type: none"> Program coordination, delivery and administration. 	<ul style="list-style-type: none"> Achievement of goals set out in annual plan;

		<ul style="list-style-type: none"> • The Cooking Classes program is delivered and achieves objectives; • Deliver classes according to agreed curriculum with excellent customer service; • Class set up and pack down meets agreed standards and timeframes; • Food handling and safety standards are complied with
2. FBV Values and Policies	<ul style="list-style-type: none"> • Ensure a safe and healthy working environment. • Treat fellow staff, clients, suppliers, all others and the environment with dignity, courtesy and respect. • Uphold the principles of equal opportunity and maintain an inclusive workplace free of discrimination, harassment & bullying. • Accept responsibility and accountability for our actions, work performance and the use of property. • Act in ways that maintain our integrity, reputation and the confidentiality of information of all stakeholders. • Act in the spirit, as well as the letter, of the law and Foodbank Victoria's policies. • Report and act upon any known violations of Foodbank Victoria policies. 	<ul style="list-style-type: none"> • 100% compliance with Foodbank Victoria's policies and procedures. • Take part in 1 internal workplace audit every 12 months. • No reported breaches in confidentiality. • All known violations of these FBV guidelines reported to line manager.
3. Team Performance	<ul style="list-style-type: none"> • Provide a flexible and stimulating workplace that encourages honest and effective communication. • Nurture a culture of mutual trust, support and encouragement where everyone's contribution is recognised equally. • Commit to the achievement of Foodbank Victoria's goals and objectives in a manner that promotes enjoyment and satisfaction in our work. 	<ul style="list-style-type: none"> • >90% Team meetings attended. • Training programs are achieved. • Review discussions completed.

	<ul style="list-style-type: none"> • Celebrate excellence. • Act and communicate ethically with all stakeholders. • Adhere to ethical purchasing procedures. • Avoid all conflicts of interest. 		
BEHAVIOURAL COMPETENCIES:		REQUIRED (yes/no)	PRIORITY (H,M,L)
<i>Conceptual Thinking</i> - Considers how things fit together. Sees patterns or trends, makes the complex simple.		Y	M
<i>Acting Decisively</i> - Takes action despite obstacles. Makes decisions quickly and in a crisis.		Y	M
<i>Strategic Orientation</i> - Understands, contributes to and aligns work/priorities to strategic business strategies.		Y	M
<i>Focus On Improvement</i> - Sets and works to meet stretching goals. Makes improvements to systems and own work methods.		Y	H
<i>Impact And Influence</i> - Knows own impact and able to persuade others and build alliances.		Y	M
<i>Customer Service Orientation</i> - Takes personal responsibility for customer satisfaction. Addresses customer needs.		Y	H
<i>Leadership</i> - Promotes team effectiveness. Facilitates involvement, removes roadblocks and shares a compelling vision.		Y	M
<i>Developing And Coaching Others</i> - Gives guidance and feedback. Creates development opportunities and helps others to grow and develop.		N	
<i>Self-Management</i> - Knows own reactions and feelings, able to respond calmly and manage stress effectively, operates with honesty and integrity.		Y	H
<i>Teamwork and Co-operation</i> - Co-operates and participates positively in the team. Values and encourages others input.		Y	H
<i>Commercial Acumen</i> - Understands key business drivers and market place. Able to anticipate trends. Seeks to broaden own knowledge.		Y	L
<i>Flexibility</i> - Looks for alternatives, tries new methods, learns new skills and takes on different roles.		Y	M
KEY SELECTION CRITERIA:			
QUALIFICATIONS	EXPERIENCE	COMPETENCIES	
<ul style="list-style-type: none"> • Relevant tertiary qualification and/or significant work experience. • Hold and maintain a current driver's license and be prepared to drive. • Professional development training undertaken. • Willingness to undertake a criminal record check and/or Working With Children Check. • Ability and willingness to work outside normal office hours to deliver program. 	<ul style="list-style-type: none"> • Experience running cooking education, or public health/nutrition programs in a practical, hands on environment. • Experience working with education sector or other relevant community organisation highly regarded. • Excellent written and verbal communication skills. • Attention to detail. • Organisation and time management skills. • Ability to work independently and 	<ul style="list-style-type: none"> • Confident delivering practical classes to diverse groups. • Seeks feedback and responds appropriately. • Copes with change, effectively, adaptive and flexible • Takes initiative. • Manages high pressure environments well. • Works diligently to meet and exceed accountabilities. • Works collaboratively, makes others feel valued. 	

	positively within a team environment. <ul style="list-style-type: none"> • Excellent customer service skills. • Experienced in the use of Microsoft Office programs. • Excellent interpersonal skills, with an ability to develop positive working relationships with suppliers and stakeholders both internal and external. • Ability to work autonomously. 	<ul style="list-style-type: none"> • Is reliable, consistent and fulfils commitments. • Maintains confidentiality. • Plans and organises work efficiently and effectively. • Identifies opportunities to grow or improve the organisation. • Resourceful. • Innovative.
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I have read, understand and agree to this position description:

Name:	
Signature:	
Date:	

