



## Position Description

<b><u>Position Title:</u></b>	Geelong Food Assistance Network (GFAN) Coordinator
<b><u>Hours of work:</u></b>	0.5 - 0.7 FTE (2-year term)
<b><u>Employer:</u></b>	Geelong Food Assistance Network as auspiced by the Geelong Food Relief Centre
<b><u>Reporting to:</u></b>	GFAN Chair and Leadership Group
<b><u>Salary:</u></b>	SCHADS Award, Level 6

### Position Overview

- The GFAN Coordinator reports to GFAN Leadership Group and is supervised by the GFAN Chair.
- The position of the GFAN Coordinator is auspiced by Geelong Food Relief Centre.

### About GFAN

The Geelong Food Assistance Network (GFAN) is network of diverse organisations and programs that share an interest in food security and more specifically the provision of food relief in the Geelong region.\*

Member organisations range from religious organisations to community and service groups to welfare organisations. Some organisations act as distributors, collecting and distributing perishable and non-perishable food (and sometimes personal and household items) to other organisations that in turn provide the food to those in need. Other organisations act as providers, providing food directly to those in need in a variety of ways including: vouchers, food parcels/boxes and community meals consumed onsite and prepared meals as takeaway.

In addition to those who act as distributors and providers in the region, the Geelong Food Assistance Network has relationships with other stakeholders at the local, state and national level including government, philanthropy, businesses, education and producers who have an interest in both the distribution and provision of food relief.

Given this multitude of stakeholders and organisations of agencies operating within the food assistance system, there is a need for a network forum in which all organisations can come together, cooperate, collaborate and self-organise to improve the overall system for the benefit of those in need.

As a result, the primary role of GFAN is to deliver a membership-based network forum where members strategically plan and achieve goals based on member priorities – in pursuit of a more efficient and effective regional system to meet the needs of those experiencing food insecurity in the Geelong/G21 community – specifically its' role is to:

- 1) Increase the capacity and efficiency within the Emergency Food Relief Service System in the Geelong/G21 region through the transfer of information, knowledge, skills, training and resources.
- 2) Improve access and supply of nutritious and culturally appropriate food for vulnerable population groups in the Geelong/G21 region, that is reflective of diverse dietary requirements. This covers all aspects of supply, distribution, transport and access to food including fresh, prepared, purchased meals and food supplies.
- 3) Raise awareness of the Food Assistance Network as the peak body of this local system, and to raise awareness of the role the network members play in meeting the food insecurity need in the Geelong/G21 region.
- 4) 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.
- 5) Improve coordination between supply and distribution points.

\*Membership is open to agencies from Local Government Areas surrounding the regional centre of the City of Greater Geelong. This includes partners within the Colac Otway Shire, Golden Plains Shire, Surf Coast Shire, Borough of Queenscliff, and the City of Greater Geelong.

### **Key Responsibility Areas**

- Support the Network to develop multi-year strategic plans and annual workplans around the issue of food insecurity and solutions to effectively reduce food insecurity in the Geelong/G21 region based on member needs.
- 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.
- 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 improved service coordination across the network, including the development of systems and procedures to support more efficient food distribution amongst members.
- Strengthen the Networks resources and processes to support its long-term sustainability. This includes ongoing monitoring and 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.
- Represent GFAN at meetings and gatherings that will further the work of GFAN and ensure the voice of GFAN members is heard.
- Support data collection and evaluation efforts by individual members and the network.
- Share key resources, funding opportunities, data and research relevant for the network.
- Support capacity building of members individually and collectively based on needs identified.
- Work with GFAN Chair and Leadership group members to support the day to day running of GFAN, such as coordination of meetings, development of agenda and maintaining membership lists.
- 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 in Community Development a plus
- Experience working with/reporting to 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
- 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 GFAN and auspice organisation 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 will be subject to a satisfactory National Police Record Check and Working with Children Check.

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

For additional information or questions about the position please contact Cynthia Scherer, Chair, Geelong Food Assistance Network via email: [cscherer@costaam.com.au](mailto:cscherer@costaam.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 Ali Morgan via email: [amorgan@costaam.com.au](mailto:amorgan@costaam.com.au) no later than COB **Thursday 2 March 2023**.