

Projects Officer (0.4 FTE)

POSITION DESCRIPTION

About Sustain

Sustain: The Australian Food Network is a health promotion charity specialising in designing and building sustainable, healthy and equitable food systems. As a national food systems 'think, do and network organisation,' we conduct research, develop policy, deliver inspiring projects and bring together diverse actors around a powerful shared advocacy agenda for transformative change.

We are committed to transitioning to a food system that nourishes people and the ecosystems that sustain us all. We give communities, governments and organisations the tools they need to help them become empowered food citizens and to develop policies and practices that support healthy, sustainable and equitable food systems. Our projects are designed to have a concrete impact at a local level and to empower and inspire others by showing that, yes, a better food future is possible.

Workplace Health, Safety & Wellbeing

Sustain is committed to providing a safe working environment and enhancing the well-being of the Urban Farm Network community. Staff and volunteers are responsible for each other's safety and wellbeing, including their own. They actively participate in OHS consultation processes, comply with safe work instructions or procedures, and identify and report hazards, incidents and 'near misses'.

Role Summary

The purpose of this role is to support the delivery of Sustain's projects and provide general support to the Research & Consultancy and Urban Farm Network teams as well as the General Manager.

Key Responsibilities

1. Research and Consultancy support

- Conducting discrete research / consultancy (primarily desktop) tasks as directed
- Contributing to report writing and documentation of research and consultancy activities
- Provide project support, including notetaking, writing up and analysis of interview/focus groups
- Maintaining and keeping project and client records and correspondence up to date

2. Urban Farm Network

- Support the implementation of projects and grant deliverables for the Urban Farm Network
- Support relevant data capture and recording for monitoring and evaluation, and impact measurement purposes
- Assist with grant acquittals

3. Operations

- Work with the General Manager to support operations management

4. Events

- Help plan and organise community events

5. General

- Attend team meetings as required
- Participate in local and professional networks as appropriate
- Help ensure that activities are aligned with Sustain's policies and procedures and fit within the wider Sustain ethos at all times
- Such other tasks as may be delegated from time to time by the General Manager – People and Research and / or the Senior Research Officer

Key Selection Criteria

Essential

1. Project assistant and / or coordination experience
2. Research and report-writing experience
3. Experience with data collection and analysis
4. Good verbal and written communication skills
5. Highly developed interpersonal skills with the capacity to work with a diverse range of employees, volunteers and stakeholders
6. Good time management, problem-solving skills and attention to detail
7. Self-motivating and well-organised - ability to work individually and as part of a small team
8. Bachelor qualification in a relevant field (e.g. sustainability, health, nutrition, agriculture etc.)
9. A passion for empowering and educating communities through sustainable food systems
10. Ability to respond to changing working demands of a dynamic environment
11. Reasonable familiarity with IT software (standard Office, Asana, Slack, etc)
12. Working with Children check

Desirable

1. Grant-writing / grant acquittal experience
2. Experience developing community relationships and/or managing community projects.
3. Familiarity with / experiencing working in the not-for-profit sector
4. Experience with monitoring and evaluation
5. Experience building tables, forms, interfaces and automations in Airtable (or similar software)

Employment Conditions

Contract: Part time 12-month contract (0.4 FTE). Possibility of contract extension and increase in FTE allocation subject to performance and availability of funding (3-month probationary period). Salary packaging up to \$15,900 pa for general living expenses.

Hours: To be negotiated and align with work patterns of key team members.

Hourly rate: \$36.75/hour plus super

Places of work: Oakhill Food Justice Farm, 233 Tyler St, Preston (Primary) / From home

To apply

Please send your CV with a cover letter explaining how you meet the selection criteria and your interest in this role to Nick Rose, Executive Director, Sustain: The Australian Food Network, nick.rose@sustain.org.au, by 25th July 2024.