



Position description – Food Links Project Worker

Revised 23/03/2021

Approved by CCH Manager: _____

Castlemaine Community House (CCH) is one of over 350 community houses in Victoria. Also called neighbourhood houses and learning centres, these local organisations provide social, educational and recreational activities for their communities in a welcoming environment.

CCH operates out of several sites, with a head office in the township of Castlemaine. It is staffed by both paid and voluntary workers and encourages the participation of all members of the community. More than 300 people attend programs and activities at the house including:

1. Pre-accredited training
2. A range of community development programs and activities
3. Centrelink agent
4. No Interest Loans Scheme
5. Public Internet Access Program
6. Community Lunch
7. What else?

Principles and practices

CCH works in a community development framework, encouraging change and growth to improve the social, environmental and cultural infrastructures within the local community and individuals. CCH seeks to be inclusive and supportive of people from diverse backgrounds and varying abilities via our commitment to:

1. Social justice and democracy at all levels
2. Progressing environmental issues
3. Lifelong learning
4. Developing programs to meet the needs of the isolated and marginalised.

All staff, volunteers and management are bound by the following statement of values:

1. Respect:

We value the inherent dignity and equality of all people regardless of their circumstances.

2. Justice:

We value equality of opportunity, social inclusion and consistency of outcome for all.

3. Commitment:

We value our responsibility to the community and the environment in line with our Mission and Vision.

4. Integrity:

We value consistency between word and deed.

5. Accountability

We value the acceptance of personal responsibility.

6. Co-operation:

We value working together towards our goals



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Position title: Food Links Project Worker

Reports to: Food Links Steering Group

Liases with: Castlemaine Community House, Maldon Neighbourhood Centre, Newstead Community Garden

Position will be May to December 2021 (8 months), 14 hours per fortnight, at a rate of \$36.62 (Modern Award – SCHADS – level 4.1, under the Neighbourhood Houses and Adult Community Education Centres 2016 Collective Agreement).

The Food Links Steering Group is looking for a Project Worker to help us establish a local food network, linking community gardens and connecting with local food needs. An FRRR grant will fund this role on a fixed term part-time basis (14 hours per fortnight) from May to December 2021. The role will be based at CCH but will involve travel to community gardens across Mount Alexander Shire. The role includes working with the FL Steering Group to develop a Communications Strategy, planning and implementation of a seasonal program of events, including network gatherings and community workshops. An integral focus of this project is to identify resources and opportunities required to strengthen participating gardens and food relief programs within the Shire.

Key Selection Criteria:

- Demonstrated ability to work in a Community Development framework
- Demonstrated awareness and interest in growing, preparing and eating healthy, local food
- Experience with Community Gardens or Community Food programmes
- Significant experience working with volunteers, community and community organisations, showing capacity to build relationships at all levels
- Excellent written and communication skills, with computer literacy
- Relevant qualifications in community development, social sciences, or similar experience
- Experience in project development, management and implementation
- Ability to work autonomously and prioritise tasks
- Commitment to the Statement of Purpose and Values of the organisation
- Be willing to travel to participating gardens within Mount Alexander Shire

Desirable:

- Existing connections with local healthy eating, food or gardening networks
- Have skills necessary to promote and publicise the network and its activities
- Good connections with local (Mount Alexander Shire) networks



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Position Objectives:

The key result areas, expected outcomes and performance indicators are outlined below and form the basis of performance appraisal.

<u>Key Objectives</u>	<u>Expected outcomes</u>	<u>Performance Indicators</u>
Project Planning and Management	Local network with shared purpose. Increased collaboration and links between food production and food distribution.	Project Plan developed with SG, for final approval by SG by end of May 2021 to guide the project. Project delivered in line with approved Project Plan with monthly progress reporting to SG Established Network of MAS Community Gardens and Formal/Informal Distribution/Exchange Channels Facilitate 4 Network Gatherings in line with Project Plan
Project Reporting	Work collaboratively to achieve project aims	Attend monthly SG meetings Project process reports delivered against each stage of the project Report to and work with SG
Identify community garden needs, gaps and strengths	Understanding of resources needs in each garden	Organise Community Garden gatherings for explorations/consultations/audits of each garden.
Develop a programme of events across participating organisations	Establish increased knowledge and skills in the community, towards greater sustainability and food security.	Hold 3 Food Links events, across multiple locations
Project Marketing and Communications	Increased community participation in network and individual gardens/food programmes.	Coordinate and manage promotions and communications based on the Food Links Communication Strategy Monthly communications with network members (eg. Via e-newsletter,
Project Evaluation	Understanding of what has been achieved in the project and where to next.	Project Logic Model and Evaluation Framework (completed by SG) used to: <ul style="list-style-type: none"> - Evaluate project in accordance with evaluation strategy - Complete final report with recommendations on future directions.

Applications including a cover letter, response to the key selection criteria and CV, should be sent to foodlinks@cch.org.au by 9am 19th April 2021.