

JOB DESCRIPTION

JOB TITLE	Massey Food Hub Project Coordinator
REPORTS TO:	Manager
PROPOSED START DATE:	Monday 3 rd April
SALARY BAND	
HOURLY RATE	\$25 - contract role
HOURS	Negotiable 8 – 10 hours per week

PURPOSE:

This contracted role is identified as the ‘missing link’ in the Massey Food Hub Project. It is a connector role between community gardens, groups, foodbanks and the residents of Massey. The coordinator will roll out community consultation and research, and develop a long term future plan incorporating aspects of the Food Hub Project and current resident identified needs alongside sustainability solutions for the project.

KEY RESPONSIBILITIES:

- Creating connections between community gardens, organisations, schools, ECE’s, Food banks and residents of the Massey Community
- Creating and coordinating community consultation and research through community think tanks, a team of volunteers and pop up events for the purpose of ensuring research outcomes from 2014 are current community priorities
- Running monthly network meetings
- Scoping Community meals and preparing an action plan for rolling them out in the community
- Managing content for quarterly Massey Community Pulse Garden pages
- Facilitating open days to build awareness and find new volunteers and participants
- Seeding and supporting ideas for creative, local initiatives that respond to resident needs
- Developing a long term future development and sustainability plan for the Massey Food Hub Project including funding and fundraising opportunities
- Project/programme monitoring and evaluation and reporting
- Promote a safe and healthy workplace by undertaking responsibilities as outlined in Massey Matters’ health and safety policy and procedures
- Promote activities and initiatives that assist Massey Matters achieve its vision and mission
- Honouring the principles of Te Tiriti O Waitangi/ the Treaty of Waitangi

Skills and Attributes:

- Tertiary qualification or equal experience in a related field and/or substantive experience in community development
- Knowledge of the local gardening community
- Ability to undertake research in the community and collate information for future planning
- Understanding of sustainable community development principles and experience of using community-led processes to achieve community outcomes
- Cross cultural community development expertise
- Experience of project/programme monitoring and evaluation
- Previous team and volunteer management experience
- Creative community engagement and capacity building knowledge and ideas
- Innovative, strategic and practical thinking
- knowledge and understanding of sustainable and holistic ways of working, relationship building and networking;
- Multi-tasking and working within contexts of change and uncertainty
- Highly self-motivated and able to work independently
- Full Current New Zealand Drivers' Licence
- Competency in using basic Microsoft computer applications: Word, Excel, Outlook.
- Competent in Social Media and digital platforms