

# Melbourne Food Hub – Fast tracking a food hub cluster

## Position Description – Driver, Cardinia Community Food Hub

February 2021

**Sustain: The Australian Food Network** is seeking applications from suitably qualified individuals for the position of a Driver for our 'Fast Tracking a Food Hub Cluster' initiative, funded by Working for Victoria. This role will be linked with the Cardinia Community Food Hub, located at the Toomah Community Centre in Pakenham.

### Background

Building on the established success, reputation, profile and partnerships of the Melbourne Food Hub and the award-winning Cardinia Food Circles initiative (two leading projects of Sustain: The Australian Food Network), this initiative will fast-track the expansion of the Melbourne Food Hub and a networked partnership establishment of a Cardinia Community Food Hub. For a period of six months from 22 February 2021, the two food hubs, in collaboration with the established Baw Baw Food Hub, will source produce directly from 40-50 local small to medium scale (seasonal) producers, many of whom have been impacted by the COVID19 restrictions; aggregate and market that produce; and pack and deliver it to an estimated 300 households and 25 businesses and institutions in the Baw Baw-Cardinia-Casey-Yarra Valley-Dandenong region as well as the inner metro region serviced by the Melbourne Food Hub.

In addition to household-level distribution of fresh and healthy food, and the social, community and economic benefits this initiative will also build on and expand the food security and food justice work that Sustain has been carrying out with a small grant from the Moving Feast collective. Working with local producers who have surplus produce, we anticipate being able to source in excess of 3000 kgs over the six months of the funded project. This produce will be made this available to local households through prepared meals and hampers through our partnerships with local food relief providers in the respective municipal areas, as well as thousands more through the Lentil as Anything Pay as You Feel network people in need. This element of the initiative will make a substantial contribution to food security efforts at a time of heightened need amongst growing sectors of the Melbourne community.

This initiative will be showcased at the 3rd national Urban Agriculture Forum taking place on 22-24 April 2021, as well as the inaugural national Urban Agriculture Month. These events combined will reach an audience of tens of thousands nationally and internationally, showcasing leading practice and case studies in urban agriculture and sustainable local food systems in Victoria and beyond.

**Sustain is Australia's meta-food network, supporting the transition to a healthy, sustainable and fair food system that works for all Australians.**

### **Project philosophy**

Consistent with our long-term partnership with Cardinia Shire Council and other partners involved in the Cardinia Food Circles project, this initiative will be delivered as a *Collective Impact* project, with Sustain as the *anchor* or *backbone* organisation, working together with HopeWorks, Baw Baw Food Hub, Cardinia Shire Council, and multiple other key partners around a shared vision for change to achieve powerful results. Collective Impact requires collaborative working amongst all partners with five conditions for success:

- **A common agenda / shared vision for change**
- **Shared measurement systems** – documenting how we will measure and report on success
- **Mutually reinforcing activities** – each partner does what they do well to support and coordinate with each other within the agreed overarching plan
- **Continuous communication** – building trust, confidence and joint working
- **Backbone support organisation** – to coordinate the project as a whole and the multiple relationships within it

### **Purpose of the Driver role**

The Driver will work with the Project Coordinator and the Executive team of HopeWorks and the Baw Baw Food Hub to implement an efficient collection and delivery schedule for fresh produce sourced and distributed from the Melbourne Food Hub, the Cardinia Community Food Hub and the Baw Baw Food Hub.

This is a part-time position (0.5 FTE), **starting 15<sup>th</sup> March, 2021.**

The Driver will report to the Project Coordinator and to the HopeWorks Executive team.

### **Key responsibilities and deliverables – in consultation with and support from the Project Coordinator and the Producer Liaison Coordinator**

- Managing and planning collection schedules for picking up produce from participating producers (both purchased and rescued produce)
- Managing and planning delivery routes produce deliveries
- Checking incoming stock / measuring kilos /
- Checking producer invoices match produce quantities
- Supporting packing operations and assisting in distribution efforts including community cooking and food relief programs
- Contributing to blog posts such as recipes / meeting your farmer etc.
- Assisting with preparatory work for events and attending in person events as required

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### **Knowledge, skills and experience sought**

- Clean Victorian drivers' license
- At least five years' driving
- Experience in delivery operations
- Customer relations experience (desirable)
- Good written expression (desirable)

### **This role will prioritise those who identify as:**

- New graduates
- Persons with disabilities
- Refugees
- Asylum seekers
- Youths who have come into contact with the criminal justice system

### **Place of work**

This role will be based either in Pakenham or Preston (depending on allocation)

### **Payment**

The role is funded at \$12,950.00 over six months, commencing 15<sup>th</sup> March 2021, including four weeks' paid annual leave (pro rata, 2 week's annual leave, to be taken at the conclusion of the contract), with the compulsory 9.5% superannuation in addition.

### **To apply for this position**

Send your CV (two references) with a cover letter setting out your interest in the project, how your experience matches the selection criteria and how you would propose to achieve the deliverables to Nick Rose, Executive Director of Sustain: The Australian Food Network, by 1<sup>st</sup> March 2021:

[nick@sustainaustralia.org](mailto:nick@sustainaustralia.org)

Sustain: The Australian Food Network is committed to the provision of equal employment opportunities for all members of the community, regardless of race, gender, disability, sexual orientation, religion, age or ethnicity.

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