

Role: South Kaipara Food Plan Activator

Reports to: General Manager of South Kaipara Good Food

Purpose of position: To co-ordinate projects in the South Kaipara area that enhance people's access to good food.

Key Relationships: **Internal**

- South Kaipara Good Food Board of Trustees
- Kai Collective Te Awaroa staff, volunteers and clients

External

- Local growers and food producers
- Local early childhood centres, primary and secondary schools
- Community stakeholders
- Community agencies
- Community organisations such as Lions and Rotary clubs, A&P Society etc.

This is achieved by:

- Under the guidance of South Kaipara Good Food, identifying and implementing projects that fit the South Kaipara Food Plan vision.
- Creating a robust evaluation to ensure the projects are meeting the vision and the community's needs.
- Building relationships with volunteers, food producers, educators and anyone with an interest and passion in community-led projects focused on food.

Responsibilities:

- Ensure projects are completed to budget.
- Identifying potential funding sources and completing grant applications and accountabilities.
- Adherence to Health & Safety obligations.
- Managing the communications and promotions of the Food Plan projects including social media.

Qualifications & Experience

Essential
<ul style="list-style-type: none">○ Knowledge and commitment to regenerative and sustainable food production.○ Excellent self-management and organisational skills.○ Ability to work independently and use initiatives to solve problems as they arise.○ The ability to communicate effectively – written and verbally.○ Proficient with Microsoft Office, Excel.

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| <ul style="list-style-type: none">○ Clean and unrestricted Full Current NZ Driver's Licence. Confidence driving on rural roads. Access to own vehicle.○ Moderate fitness level to perform tasks such as lifting and bending (ability to lift, carry and gardening).○ Ability to work well in a team.○ Ability to be adaptable and flexible to change○ Access to own computer and other tools necessary to carry out the role. |
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Desired

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| <ul style="list-style-type: none">○ Experience working in a similar role or with transferable skills.○ Strong connections with the community sector and/or ability to develop these.○ Social media experience. |
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Applications close: 3 December 2021

Please forward your cover letter and CV to gemma@skgf.org.nz