

Coordinator Role - Voluntary

Who are we? |

Youth Food Movement (YFM) is a community that brings people to the table, using food to tackle big issues one bite at a time. We love discussing all things food, cooking and eating together, and organising education projects too! We are a not-for-profit organisation with a HQ based in Melbourne and with local chapters in Sydney, Brisbane, Adelaide, Melbourne and Perth; however we cater for all Australians from geographically, socially and culturally diverse backgrounds.

Who are you? |

We're on the hunt for a passionate, driven and committed young people who are looking to embark on a world of community building. Ideally, you're a person who likes to get stuff done, has a can-do attitude, an open mind and is able to manage multiple tasks as you go. You're someone who loves working with people, who believes in the potential of others, and works to empower and excite individuals and groups to engage with YFM. Above all, you are passionate about supporting our community and encouraging people to grow their knowledge and skills to become their own local food heroes.

You will have some experience in the working world, whether as a professional or volunteer, and have some understanding of the current state and complexity of the Australian food system. You do not need to be an expert though. A good mix of strategic thinking with a practical approach is also a plus - this role involves day-to-day admin *and* maintaining the big picture of what YFM is all about and why we do what we do.

You will need to be flexible and adaptable, with the capacity to manage a fluctuating workload. The time needed for this role is approximately 4-7 hours per week, but your tasks don't all need to be completed in one day; they will be shared with your fellow chapter Coordinator/s and will vary week to week.

What You'll Get Out of It |

- Learn lifelong skills in facilitation, communications, project management, team building, ideation, time management and partnership development - all in a safe and supported environment.
- Ongoing mentorship from, and collaboration with YFM's National Leadership Team - Shaun Lindhe, Tim Glenane, Kat Thorne & Courtney Bailey
- Regular catch-ups with your fellow Coordinators - creating a supportive collaborative space to grow and learn new skills together.



What does the position involve? |

Ultimately, your role is not to be a 'doer' but an enabler – a team coordinator with the job of building a group of other YFM volunteers, and ensuring they work cohesively, collaboratively and purposefully.

You could be doing any or all of the following:

Coordinating volunteers

- Building and engaging a team of volunteers in your area to assist with your YFM activities and events.
- Coordinating regular meetings or ad hoc activities with your volunteers (e.g. community garden tours, pot lucks), including creating agendas and organising venues.
- Coordinating (with the help of your volunteer team) a couple of public events in your area each year, with guidance from the National Leadership Team.
- Checking in with the volunteers, encouraging a culture of personal care amongst them and ensuring their involvement is meaningful.
- Providing guidance to the volunteers on managing their workloads and keeping projects feasible.

Being the public face of YFM in your area

- Managing the YFM chapter inbox and replying to enquiries in a timely manner, as necessary.
- Working with the YFM National Leadership Team to ensure local content is created for the YFM Australia's blog, eNewsletter and social channels regarding specific events and general updates in your area.
- Liaising with existing or potential partners.
- Attending events in your area on behalf of YFM to deliver presentations/sit on panels, where applicable (these are decided in collaboration with you, at YFM's discretion).

Strategic direction setting

- Contributing to the strategic planning of the YFM chapter's projects and initiatives, and implementing short and long term strategic priorities.
- Contributing ideas to the organisational and strategic development of YFM Australia, in liaison with our National Leadership Team and YFM Board.

Interested? Lettuce know!

If you're interested in stepping into a YFM Coordinator role please send through your Resume and Expression of Interest (EOI) to us! Include a brief description about you – your interests, passions, experience, why you are interested in this role at this time and why you think you'd be a good fit. Also outline your strengths, parts of the job you're nervous about, and the number of hours per week you can realistically commit to the role.

Please email the above information (as PDFs/Word docs) to hello@youthfoodmovement.org.au

If you have any further questions about the role, please get in touch with us at the above email address.