

## POSITION DESCRIPTION

### MANAGER - BENDIGO FOODSHARE

<b>Name</b>	
<b>Position Number</b>	
<b>Award/Agreement</b>	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 - 2022
<b>Classification</b>	Administrative Officer Grade 5 – HS5
<b>Hours per Fortnight</b>	38.0 hours per fortnight
<b>Tenure</b>	Twelve months fixed term with a review pursuant to funding availability
<b>Position Description Developed</b>	28 October 2019
<b>Position Responsible To</b>	Board of Management

**Position Summary:** Bendigo Foodshare Inc. sources and distributes donated food across Central Victoria and acts as a distribution point for food from statewide food collection agencies. It partners with other organisations to seek ways to help people in Central Victoria to improve their food security. The Manager is responsible for implementing the Strategic Plan as agreed with the Board of Bendigo Foodshare, the management of paid staff and volunteers, and the efficient and safe operation of Bendigo Foodshare program.

The position is based at the Bendigo Foodshare warehouse, currently located at Shed 2, 43A Havilah Rd, Long Gully.

#### **Responsibilities:**

1. Planning:
  - Working with the Board to update and agree the strategic plan at times determined by the Board.
  - Identifying aims, objectives, strategies, responsibilities, timelines and the resources required to achieve the organisation's mission.
  - Overseeing design, marketing, promotion, delivery and quality of programs, products and services.
  - Developing evaluation strategies and adjustment of systems, processes and structures in response to evaluation findings.
2. Financial, physical and human resource management
  - Presentation of the yearly budget for board approval.

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- Attracting, retaining and motivating talented and enthusiastic staff and volunteers.
  - Managing paid and volunteer staff according to approved personnel policies and procedures that conform with current laws and regulations.
  - Management of the organisation's physical and resources within agreed budget and policy frameworks according to current laws and regulations.
  - Undertaking regular risk management analysis and implementing strategies to prevent and deal with perceived risks and reporting extreme risks to the Board.
  - Controlling programmatic expenditures in accordance with the budget.
  - Overseeing the collection and reporting of program statistics and trends in service and report results to the Board and relevant food donor agencies.
3. Fundraising
- Effective development and implementation of a fundraising strategy and administering fundraising records and documentation.
  - Achieving agreed income targets.
4. Vision, culture and standards
- Articulating the vision and providing leadership and mentoring to build the right culture in the workplace.
  - Representing the organisation, its mission, programs, products and services in strong, positive images to relevant stakeholders and the general public.
  - Setting the standards and ensuring compliance with policies and all relevant Australian standards and legislation.
5. Communication
- Ensuring effective communication and positive relations with program participants, agencies, donors, volunteers and other constituents.
  - Advising and ensuring timely and effective communication with the Board.

### **Key Selection Criteria:**

- A minimum of three to five years of experience in management including at least two years as a manager.
- Ability to lead, give clear directions and work as part of a team.
- Strong communication, interpersonal and supervisory skills.
- Experience working with volunteers.
- Successful fundraising experience.
- High level written and verbal communication skills, including report writing experience.
- High level administration and organisational skills with proficiency in MS Office and database use.
- High level of analytical, data interpretation, and problem-solving skills.

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- Possess and maintain a valid driver’s license.
- Clear Police Check.
- A current Working with Children Check.

**Desirable:**

- Experience with fresh produce, its transport and logistics.

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Approved: Cathie Steele  
Chair of the Board  
Bendigo Foodshare

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Agreed: Manager - Bendigo Foodshare