

The Gloucester Project Inc

Position Description

Tucker Patch Coordinator

The Gloucester Project (TGP) was constituted in 2008 as a non-profit organisation formed by community members concerned about climate change, land use, food and water security and the economic future of the community. TGP has been awarded a 3 year grant under the NSW Government's Community Builders program.

TGP will utilise the funds from this grant to provide horticultural encouragement and support for landholders to become food producers. TGP will be dedicated to providing growing and marketing support systems. The grant will also provide employment opportunities and skill development for under-employed and isolated rural community members, while also developing a user friendly support and information network. A program will also be designed to attract displaced and refugee growers to join the Gloucester community.

The Tucker Patch Coordinator in conjunction with the TGP Coordinator and Management Committee will plan, establish and maintain a working market garden. The position is responsible for supervising and monitoring delivery of the funded program, including ensuring compliance with contract requirements, and effective and efficient delivery of program elements.

The successful candidate will report to The Gloucester Project Coordinator and be expected to engage in active co-operation with:

- Tucker Patch Growers Coordinator
- Marketing Coordinator
- Treasurer
- Events Coordinator
- IT Coordinator
- Community Engagement Coordinator

Positions that report to this position:

- Farm Hand
- Nursery Hand
- Casual Positions

Duties include but are not limited to:

- Overall responsibility for the effective functioning and co-ordination of all aspects of the Community Builders' funded Program.
- Supervision of staff reporting to this position, including approval of time sheets.
- Management of the Tucker Patch program budget.
- Strengthening the reputation of the Program within the local community.
- Ensuring that Program staff and volunteers understand program guidelines, aims, objectives and targeted outcomes.
- Devising a program of community workshops in line with Program objectives.
- Liaison with all stakeholders to ensure strategic delivery of the Program.
- Providing feedback and reporting as required.
- Ensuring accurate record keeping for reporting and audit purposes.

Selection Criteria:

- High standard of written and oral communication.
- Self-motivated with demonstrated ability to organise own workload and lead a team towards set objectives.
- Broad horticultural knowledge and experience with sustainable growing practices.
- Hold a current driver's licence, have own transport and be willing to travel out of the local area for meetings, etc.
- Computer literate, with access to a computer and the internet.
- Commitment to TGP principles, its Operations Manual and OH&S policies.

Work type: Casual.

Pay rate: Based on award rates.