

SCHEDULE 2

Description of Duties

GARDEN TO TABLE TRUST

JOB DESCRIPTION

Job Title: Programme Coordinator - Auckland South and East
Reports to: Garden to Table Programme Manager
Place of Work: Garden to Table Office
Hours: 15 hours per week

ABOUT GARDEN TO TABLE

The aim of the programme is to introduce young children to the wonderful world of good food by means of developing a productive food garden, and a home style kitchen that includes a nurturing place to share food, as an integral part of the school curriculum. We hope to engage the curiosity of the students and to help them learn how to grow the very best food in the very best way, how to care for it in the garden, how to recognise it when it is ripe and at its best, how to prepare it easily and enjoyably and how to develop an expanding culinary palate and be excited by all of these experiences.

We want to convince children to modify their eating habits because the food they are experiencing tastes so good rather than because they are being told to eat some foods and not others.

The aim is to engage the classroom teacher, the providers of food elsewhere in the school, the parents and the community to all become excited by the possibilities of this project.

The long term goal is to see the Garden to Table model and approach to learning integrated into the primary school curriculum throughout the country.

JOB SUMMARY

The role of Programme Coordinator is to provide programme support to schools as they implement and establish the Garden to Table Programme and to support the Trustees in the day to day operation of the Trust.

DUTIES

Project support

To work with identified school personnel in providing support and assistance to ensure the successful implementation and ongoing management of the Garden to Table Programme. For new schools this will include assistance with:

- Planning and implementation of the Garden to Table Programme in schools
- Conducting community meetings to communicate philosophy behind the project and draw in support.

- Plan and facilitate regular meetings and training for specialist staff
- Plan, coordinate and facilitate events and fundraising opportunities in your area
- Develop strong community relationships
- For established schools maintaining on-going support as identified by the schools

This will be achieved by building and maintaining effective working relationships, characterised by mutual respect, with school staff, the school Board, volunteers, supporters/donors and other key stakeholders. School visits will be an essential, continual part of the role, as will telephone and electronic communication.

Information sharing is integral to the project's success, via the web site and other methods and Programme Coordinator's role will be to facilitate this sharing process including the collection of information from the schools and other sources.

Communications

Accountable to the Garden to Table Programme Manager
 Regular communication with other regional Programme Coordinators
 Regular liaison with the schools
 Monthly Reporting of schools' progress

Skills and Abilities required

For this role you must:

- Be able to plan, prioritise and organise work within set timelines and budgets
- Be able to set accurate priorities and meet deadlines
- Have excellent verbal and written communication skills
- Demonstrate the capacity to exercise sound judgement and excellent consultation skills
- Have substantial community development skills
- Have experience planning and managing events
- Have effective problem solving skills
- Have a sound knowledge of School structure
- Have a proven ability to work with a wide cross section of interests and develop appropriate actions
- Good working knowledge of volunteering
- Computer Skills – Microsoft Office, Outlook, Excel
- Have a self motivated working style, with a focus on outcomes, and be comfortable working remotely from home.

Key Selection Criteria

Experience in the following areas:

- Programme management with a demonstrated ability to plan and manage resources and achieve budgets within a timeline
- Working with schools
- Working with Volunteers
- Knowledge of community development approaches
- Sound oral and written communication skills
- High level interpersonal and negotiation skills
- Ability to work with people from diverse backgrounds and varied socio-economic status
- A current driver's license and vehicle.

The Programme Coordinator will bring a high level of passion, energy and commitment to the job, with a flexible approach, to ensure the schools can successfully implement this programme into their regular activity.