

Position Description

Job Title:	Food Hub Community Officer
Section:	Marketing
Reports to:	Media Coordinator/Food Hub Manager
Location:	UNSW Campus Kensington
Date Revised:	August 2024
Classification:	HEW Level 2

POSITION SUMMARY

The Food Hub Community Officer has two main aims; supporting Food Hub and its volunteers in delivering a great service; and being the voice of Food Hub in social media and coordinating events around campus, expanding Food Hub's presence at UNSW

This will involve recruiting and training a team of volunteers; organising and hosting events to promote Food Hub and good, budget-friendly eating; producing digestible, fun and educational content (both written and video) across Arc channels and social media platforms; and working the pantry volunteers and the Food Hub Manager to support the pantry and sustainability services.

KEY TASKS & ACCOUNTABILITIES

- Supporting Food Hub Coordinator in the running of Food Hub.
- Helping to foster community amongst Food Hub volunteers.
- Collaborate with Arc Marketing and the Blitz team in publishing or broadcasting food content across multiple channels.
- Work with the Food Hub Manager and Arc Marketing to promote Food Hub; making sure the Food Hub social media channels reflect the program's vibe and goals.
- Comply with Arc Workplace Health and Safety (WHS) policy and procedures to actively participate in the achievement of a safe working culture;
- Demonstrate behaviour in accordance with Arc @ UNSW values and Code of Conduct;
- Actively engage in fair and equitable workplace practices and behaviour to ensure discrimination-free workplace in accordance with legislative requirements;
- Maintain an awareness of Arc's environmental policies and procedures minimising the impact of Arc's business on the environment.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

SELECTION CRITERIA

- A UNSW student in 2025.
- Vision for the role and its aims.
- Driver's License
- Huge enthusiasm for cooking, eating and diversity.
- Demonstrated project planning and administration skills, including experience in planning, overseeing and finalising the completion of projects to deadlines.
- Demonstrated leadership and managerial skills.
- Experience building teams and community, whether professionally, socially or on a volunteer basis.
- Well-developed oral and written communication skills;
- An understanding of student's needs, and an ability to balance student needs, while creating an enriching but productive team dynamic.
- Ability to oversee multiple projects to successful completion during the same time period.
- Ability to work with minimal supervision under time constraints.
- Experience with pre-production in film, radio or theatre and/or studying a related field including media.
- Proficiency with sound and video recording and editing equipment would also be preferable.
- Strong ethical and professional work attitude.
- Knowledge of WHS and Ethical Practice, along with the ability to apply these principles in the workplace.

POSITION RELATIONSHIPS

REPORTING RELATIONSHIPS

Manager

Media Coordinator

Food Hub Manager

Reporting to this Position:

Program volunteers

KEY RELATIONSHIPS

Internal

- The Arc Food Hub manager
- Blitz Editor
- Arc Marketing
- Other Volunteer Program Coordinators

External

- UNSW staff
- UNSW students

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.