

**Fitzroy learning Network Inc.**

**Position Description**

**Position:** FLN Catering Group Co-coordinator  
**Reporting to:** Chief Executive Officer  
**Location:** 198 Napier Street, Fitzroy, Victoria 3065  
**Date:** July 2017

**Organisational Context**

Fitzroy Learning Network Inc. (FLN) is a not-for-profit organisation, affiliated Community Neighbourhood House Learning Centre and Registered Training Organisation. Since the mid-1980's FLN has provided a variety of highly regarded and valued programs and services to the community with a particular focus on newly arrived migrants, refugees and asylum seekers and young people. These programs and services range from English language programs to teaching sewing skills, computer skills and business leadership.

Put simply, we open doors to our community and build bridges between our community's diverse range of cultures. We welcome new members to our community and provide a safe space where they can develop or acquire new skills, tap into and exercise their creativity, meet new friends and create new connections. We provide opportunities for people to support and celebrate their own culture and engage with the variety of cultures that make up our multicultural community.

We take a 'strengths-based' approach to our work. That is, we understand that learning is dynamic and complex that people learn in different ways and that by identifying and working from the foundation of skills and knowledge a person already has they can strengthen that foundation as well as acquire new knowledge and skills. This approach also recognises and draws on the strengths of our local community to help us to plan, and create pathways to obtain further education, employment, wellbeing, health and social participation.

**FLN's Vision**

*Our vision is of a strong, fair, inclusive and engaged community. A community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations.*

**FLN's Values**

- **Leadership**  
We are leaders in our community. We support and defend human rights. We work to reduce racism and discrimination. We advocate on behalf of and support our community to shape policies, laws and services.
- **Integrity**  
We are committed to acting with honesty, openness and goodwill. We work transparently meaning what we say and saying what we mean.
- **Respect**  
We acknowledge that members of our community hold diverse perspectives and beliefs. We respect that diversity as a fundamental part of what makes Fitzroy and FLN special.
- **Collaboration**  
We are committed to working as a team, sharing knowledge and understanding, and supporting each other, whatever our roles. We recognise that partnerships are the best way to reach our objectives.

- **Belonging**

We are open and welcoming. Fitzroy Learning Network is a safe space, where people feel they belong.

### **Position Rationale**

In 2016 FLN formed a number of partnerships and one of the most successful of these is the Women in Leadership Program focussing on participants acquiring the necessary skills to set up small food businesses.

The Catering Group Coordinator position is a new 6 month, fixed-term role developed to provide the practical assistance required by program graduates to transition from basic training to establishing their own micro businesses.

The Catering Group Coordinator will build the knowledge, skills and confidence of members of the FLN Catering Group through coaching and mentoring activities in areas that include:

- menu management
- cost management, budgeting and accounting
- food production, scheduling and delivery
- obtaining customer feedback
- promotion, publicity and marketing

### **Accountability**

The Catering Group Coordinator will be accountable to the CEO of Fitzroy Learning Network Inc. Accountability will be through:

- Support and Supervision Sessions
- Provision of regular reports

### **Duties**

It will be the responsibility of the co-ordinator to ensure that the coaching and mentoring is based upon the actual experiences, aspirations and behaviour of the women when catering for specific events, assisting them in becoming more self-reliant and confident.

- based on the individual aspirations and needs of the members in the group, provide a range of problem solving solutions through practical support, assistance and referral and advice
- based upon the needs of the of the group, suggest and develop training solutions to benefit the group members
- organise guest speakers or professional trainers which will further the knowledge and skills of individuals of the group
- liaise with external groups, organisations and various stakeholders to provide a range of networking opportunities for the group and or the individuals in the group to follow up on
- Organise and facilitate a monthly group meeting, including the recording and distribution of the minutes
- Discuss and organise with the women all catering commitments and event rosters (as required)
- Work with the current Women in Leadership program teachers and students to encourage and facilitate student participation in the FLN Catering Group activities
- Assist participants to develop marketing and promotional strategies for their activities including flyers, information brochures and web based and social media.

### **Records management**

In conjunction with the Education Coordinator, implement and effectively maintain administrative, filing and record keeping systems

- Maintain meeting agenda and minutes
- In conjunction with the women develop and review a program plan for the FLN Catering Group
- Develop and maintain stakeholder and relevant service provider communications contact list

### **Teamwork**

- Work with the broader FLN team to deliver agreed joint activities, programs and events
- Maintain a teamwork approach at all times
- Actively participate in FLN program and agency meetings (as required)
- Follow all appropriate FLN policies, procedures and codes of conduct
- Actively participate in formal support and supervision sessions and work appraisals with the FLN CEO.

### **Key Selection Criteria**

1. A business/administration or hospitality qualification and proven high level written and verbal communication and networking skills relevant to catering industry
2. Excellent computer skills using Microsoft Office Suite, in particular Word, Excel, Publisher and Outlook, and willingness and ability to learn new systems.
3. A positive and “can do attitude” and demonstrated ability to work autonomously, exercise initiative, and effectively manage own workload to meet deadlines.
4. Willingness to work co-operatively with FLN’s social justice philosophy and ethical framework and commit to FLN’s vision and organisational values.
5. A demonstrated ability to work with staff in a professional manner and in a fast paced team environment.
6. Ability to work with people from multiple backgrounds including people from Cultural and Linguistic Diverse backgrounds.

### **Highly Desirable**

7. Certificate IV in Training and Assessment, Project Management or equivalent
8. Knowledge and/or awareness of human rights and particularly those related to the migrant and refugee experience.

### **Salary & Conditions:**

Salary and other employment conditions will be in accordance with the Educational Services (post-Secondary Education) Award 2010. This position is remunerated as a casual position for:

- 4 hours per week for 26 weeks, paid at General Staff Level 6.2, \$30.61 per hour.

Salary Sacrificing arrangements are available and if taken up by the employee, can significantly increase the net value of the remuneration received.

- An initial 6 month contract, with the possibility of extension dependent on success of the position and on-going funding arrangements
- The successful applicant will be required to enter into an employment contract
- FLN is a smoke free workplace
- The worker is required to use her/his own vehicle for work purposes. A kilometre allowance in accordance with the award is provided