

Manna Gum Community House – Bass Coast South Gippsland Food System Alliance (FSA)

PROJECT COORDINATOR – FSA – POSITION DESCRIPTION

Background

The Bass Coast South Gippsland Food System Alliance (the Alliance) is a collaborative partnership of community organisations, local government, local producers, and stakeholders working together to build a resilient, equitable, and sustainable local food system.

Our mission is to enhance food security, support local producers, reduce food waste, increase health, promote sustainability and create a healthier, more resilient food system within our region. Key initiatives include: To Market – To Market, Preserve & Thrive, The Mobile Grocer, and Healthy Soil, Healthy People.

Manna Gum Community House is the champion partner for a VicHealth [Local Partnerships for Food First](#) grant supporting the Alliance from 2025-2029. Manna Gum is the host organisation for this role and works from a community development framework. Our strategic goals relate to education, social inclusion and sustainability.

Position overview

The Project Coordinator is responsible for the effective coordination, monitoring, and support of the Alliance's four key initiatives. This includes ensuring initiatives are delivered on time, within budget, and in alignment with funding agreements and Alliance priorities.

The role acts as a central point of contact, facilitating communication and collaboration between implementing community organisations, the Project Manager and other interest holders.

Job classification

The role is classified under the Neighbourhood Houses and Adult Community Education Centres (NHACE) Collective Agreement 2024, Schedule 3C.

Remuneration

Salary and conditions as per the NHACE Centres Collective Agreement and Manna Gum Community House policies, and may be negotiated depending on qualifications. Reasonable expenses such as mileage for travel will be reimbursed according to policy.

Location

- Time split between work from home and a primary base at Manna Gum Community House, Foster
- Significant travel across the Bass Coast and South Gippsland region is required.

Supervisor/Manager

Reports to the Project Manager, Alliance Partnership Organisation (Manager, Manna Gum Community House).

Main duties/responsibilities

- Initiative coordination & delivery
 1. Work closely with initiative leads to provide proactive coordination and administrative support.
 2. Monitor progress against approved work plans, timelines, milestones, and budgets.
 3. Identify risks or delays early and work with leads and the Project Manager to develop solutions.
 4. Ensure compliance with funding agreements, Alliance policies, and relevant regulations.
- Monitoring, reporting & documentation
 5. Collect, collate, and maintain accurate initiative data and records.
 6. Prepare progress reports (internal and funder) summarising achievements, challenges, and finances.
 7. Maintain a central digital filing system.
- Financial coordination
 8. Track project expenditure in collaboration with initiative leads and MGCH finance staff.
 9. Process invoices, reimbursements, and purchase orders.
 10. Support initiative leads with basic budget management and reporting.
- Communication & stakeholder engagement
 11. Act as a key contact between action and advisory groups, the Steering Committee and the Project Manager.
 12. Provide a point of contact for community members and other interest holders.
 13. Facilitate information sharing among partners.
 14. Support coordination of meetings, workshops, and events.
 15. Contribute initiative updates to Alliance communications.
- Travel & relationship building
 16. Travel regularly throughout the region to meet partners, monitor activities, and represent the Alliance.

- Support to Project Manager

17. Provide administrative and coordination support.

18. Assist with other Alliance activities as directed.

Key selection criteria

- Essential

19. Demonstrated experience coordinating multiple community-based projects, including planning, monitoring, budgeting, and reporting.

20. Proven financial skills, including budget tracking and expenditure reporting.

21. Excellent written and verbal communication skills and ability to liaise with diverse stakeholders.

22. Exceptional organisational and time management skills.

23. Understanding of food systems, food security, sustainability, or community development.

24. Ability to work with minimal supervision, using initiative and sound judgment.

25. Current Victorian Driver's Licence and access to a reliable, insured vehicle.

26. Relevant tertiary qualification (e.g., Community Development, Project Management, Sustainability, Agriculture, Business Admin) or equivalent experience.

- Desirable

27. Experience working in alliance or partnership models.

28. Experience with grant management and reporting.

29. Local knowledge of the Bass Coast and South Gippsland communities.

30. Current Working with Children Check and National Police Check (or willingness to obtain).

Employment conditions

Part-time, 19 hours (0.5 FTE) per week. Flexible working arrangement negotiable, with time-in-lieu provisions.

Fixed-term contract for 12 months, with possible extensions.

Probationary period applies.

Must have the right to work in Australia.