



Australian Business Volunteers

Position Description: Emergency Strategic Planner

Position Ref: PAU011179

Partner organisation name: South Coast Community Kitchen

Partner organisation location: Moruya and Batemans Bay, South Coast NSW

Key dates: Start ASAP

Assignment timeframes: 2-3 months with a commitment of 2-3 hrs per week (approx.)

Assignment mode/location: Online/remote.

Purpose of the Role

South Coast Community Kitchen provide food boxes to families that need food assistance. Operations include sourcing food products, managing storage, packing and distribution to identified recipients. It is run out of 2 hubs: 1 based in Moruya and servicing 25 households, and another based in Batemans Bay servicing 45 households. Recipients of food boxes are assessed and have been identified to be amongst the most in need of this assistance with the local communities.

The program: sources food supply, sometimes produces cooked/baked food if this is deemed most appropriate, then delivers food recipients. Logistics include ensuring a steady supply of food, volunteer resourcing, pick-up, storage, preparation, packing, and distribution.

A strategic plan needs to be drawn up to enable continued operations during disasters, emergencies or otherwise extreme situations.

The deliverable for this assignment is an analysis of current program operations that then informs strategic planning of how the program will continue to operate under extreme conditions. The analysis and strategic planning should consider each component of the program (supply, storage, distribution) and consider aspects such as:

- Power, fuel supply
- Fit-for-purpose facilities, equipment, human resourcing, etc
- Arrangements with local supermarkets and other food suppliers
- Communication systems
- Funding opportunities

Selection Criteria:

The selection criteria may be found in 1 Volunteer, or it could be the combined offering of a team of Volunteers:

- Expertise in project planning
- Experience in the areas of food security, supply change logistics, general logistics, and/or emergency management.

Attributes of volunteers seeking to work with ABV

- Respect for ABV staff, local communities, and their knowledge and experience
- Understanding and respect for cross-cultural contexts
- Exceptional communication skills (including interpersonal, written, verbal, non-verbal, and listening)
- Ability to read, listen to and manage community expectations and deliver accordingly
- Empathy, patience, and collaborative attitude
- Comfort in building relationships remotely (using online communication tools)
- Comfortable to trouble-shoot and manage ambiguity
- All volunteers who are traveling are required to be vaccinated against Covid-19 and must provide a Covid Certificate as proof of vaccination.

Prerequisites for undertaking volunteering assignments.

- To register with ABV (if not already registered):
 - ✓ At least 5 years relevant professional experience
 - ✓ You must be an Australian citizen or Australian permanent resident residing in Australia. Australian Citizens residing overseas may be considered on a case by case basis.
 - ✓ Willingness to complete a police check and Working With Children Check if selected before commencement
 - ✓ Willingness to be interviewed and have references checked
- Once you have passed registration phase:
 - ✓ Willingness to interview for the role with ABV program staff
 - ✓ Acceptable police check and Working with Children Check before commencement
 - ✓ Sign the ABV Letter of Agreement (Code of Conduct, etc)
 - ✓ Medical check, compliance with all travel, entry and in-country requirements (where international deployment is part of the assignment)
 - ✓ All volunteers who are traveling are required to be vaccinated against Covid-19 and must provide a Covid Certificate as proof of vaccination.

HOW TO APPLY:

Please submit your expression of Interest to recruitment@abv.org.au as soon as possible, confirming the following:

- The Role name and Assignment Number
- Confirmation that you are a registered volunteer with ABV or are willing to go through ABV's screening process to become a registered volunteer.
- If you are a Registered Volunteer - send a response to the selection criteria for the role, confirming you have relevant skills and experience.
- If you are not a Registered Volunteer – send your CV with a response to the selection criteria for the role, confirming you have relevant skills and experience.
- If there are any special considerations, we would need to make for you.

What will happen next?

- ABV will review all applications as they are received
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description) and asked to confirm they believe they can fulfil the role requirements.
- Candidates will be advised whether they are shortlisted for interview.

ABV is an equal opportunity employer and Aboriginal & Torres Strait Islander peoples, people from culturally & linguistically diverse (CALD) backgrounds are encouraged to apply for this position.