

POSITION DESCRIPTION

Wellington Region Fruit and Vegetable Co-op Co-ordinator (Wesley Cannons Creek)

This person combines a business understanding with strong pro-community value set in this successful social enterprise. They are responsible for the efficient and viable operation of the Wesley Food Co-op. This includes the buying of the fruit and vegetables, banking funds, overseeing the operation of the Porirua Wesley distribution centre, supporting the other 11 host communities around the region in the operations of their hubs. They will guide the further development of this initiative, exploring other options and staying abreast of relevant research / experience.

The coordinator will work as a member of the Wesley team and closely with Regional Public Health, the host communities, and other stakeholders involved in the Co-op. They will have a key role in building and supporting relationships with a wide range of groups key to the Co-ops effective running. This person will model WCA values and approach, as expressed in our commitments to strength-based practice, the community-led development framework and social justice.

Responsible to:	Team Leader Wesley Cannons Creek
Important relationships with:	Community Pantry Co-ordinator Wesley Cannons Creek Staff Other Co-op stakeholders Families/whanau that access the Food Co-op WCA staff Local businesses
Hours:	30 hours per week with potential to increase as funding and demand determines
Location:	206 Mungavin Avenue Cannons Creek or as otherwise negotiated in the Wellington region

Key Tasks	Expected Outcomes
Business management	<ul style="list-style-type: none"> • The Co-op is financially viable • Accurate financial records for the coop • Manage the stock / goods to ensure members receive value • Maintain the equipment of the Coop • Write brief monthly reports on the activity of the coop • Sound contributions to funding applications • Ensure adequate distribution centres and packing hubs to match membership and location

Marketing - increase the membership of the Food Co-op	<ul style="list-style-type: none"> • A promotion strategy for the Co-op is designed that is to relevant communities/organisations • Oversee implementation of promotions strategy
Develop and maintain respectful and positive relationships with stakeholders, businesses, volunteers and those who access the food co-op	<ul style="list-style-type: none"> • People or families/whanau and Volunteers of the food co-op feel understood and respected • People that access the food co-op and volunteers are engaged in giving feedback for the development of the service • The development of the Food Co-op is done in collaboration with Co-op stakeholders. • People or families/whanau that access the food co-op are assisted to complete application forms when required • People families/whanau that access the food co-op are made aware of the internal services of Wesley when appropriate.
To develop and maintain a positive and healthy working relationship with the staff of Wesley Community Action.	<ul style="list-style-type: none"> • Food Co-op Coordinator is receptive to input from WCA staff. • The Community Pantry worker recognises and respects the strengths and abilities of the team and all other staff within Wesley Community Action. • Food Co-op Coordinator is viewed by all WCA staff as being flexible and willing to help in realistic and tangible ways
Volunteer Management	<ul style="list-style-type: none"> • Food Co-op volunteers are sourced when needed. • Volunteers are inducted and trained. • Volunteers are celebrated
Maintaining positive working relationships with other stakeholders to inform, shape and support the service.	<ul style="list-style-type: none"> • A professional relationship is maintained. • Co-ordinate quarterly meetings with distribution centres, packing hubs and Regional Public Health • Seek regular feed back from all stake holders
Co-op Co-ordination	<ul style="list-style-type: none"> • Be the buyer of the produce on a weekly basis • Oversee the volunteer staff of the Cannons Creek packing hub • Ensure that equipment is put away and packing hub is clean • Ensure that all volunteer staff are aware of and adhere to Health and Safety requirements • Ensure that hire equipment is returned e.g. crates and pallets • Liaise with freight company • Ensure that good systems are put in place for the Wesley Cannons Creek distribution centre • Work with Wesley admin team to ensure that all distribution centres are paid on time • All invoices to be passed onto team leader in a timely

	<p>manner</p> <ul style="list-style-type: none"> • Any other duties negotiated by the Team Leader
Review and Monitoring of Food Co-op	<ul style="list-style-type: none"> • Regular reports of Co-op, distribution centres and packing hubs, progress to be provided when required by the Team Leader e.g. monthly report • Data collection and collation of Co-op statistical information are kept up to date • Lead the evaluation process for WCA in conjunction with Regional Public Health • To provide any other reports that relate to the Co-op, distribution and packing hubs • Complete all reports when required and within the specified timeframe • Assist with funding applications • Be prepared to present to diverse audiences when requested by the Team Leader
Support and professional development within WCA	<ul style="list-style-type: none"> • Attendance at all supervision sessions • Attendance at Wesley staff meetings / events beneficial to the role supported and recommended by Team Leader • Participation in staff training as negotiated with (Strengths Based /Treaty of Waitangi) • Understands “The Wesley Way”

PERSON SPECIFICATION

The position requires an ability to work with minimal supervision and self motivation. This position also requires some one that can work with a range of cultures, be able to work with people respectfully and sensitively.

The ideal person for this position will have the following:

Business and Organising Skills

- Understands how businesses operate and what is needed to sustain them
- Has the skills to write clear simple reports or documents
- Has excellent literacy/numeracy skills
- Is confident in giving and carrying out instructions
- Is a systems person with an eye for efficiency
- Excellent planning and organising skills
- Flexible and able to work in a changing environment

Relationship Savvy

- Is confident in building sound working relationships
- Is comfortable working across different cultures
- works with people respectfully
- Maintains confidentiality and privacy
- Values and celebrates the input of volunteers
- Is a confident networker

Self management

- Has the confidence and ability to get the appropriate people to input / comment and then to get on and do it.
- Can handle pressure - When the going gets tough has the ability to pause, stay calm, and think clearly and ask for help if needed. .
- Knows when to bring in extra skills or know-how.
- The ability to see the “big picture” of what the initiative plans to achieve