

# Job Description

Manawatū Food Action Network Coordinator

## Position Details

Job Title:	Manawatū Food Action Network Coordinator
Reporting to:	ENM Coordinator
Functional Relationships:	ENM Management Committee, ENM Staff
Location:	Based in ENM Office, 145 Cuba Street, Palmerston North
Hours:	20 Hours Per Week
Wages:	\$26.50-28 / hour
Date:	Ideal start date is mid-January 2022.

## Background Information

Environment Network Manawatu (ENM) is an incorporated society which was established in 2000 as an umbrella organization for voluntary environmental groups in the Manawatū. The aim of ENM is to promote a network of community groups to realise a vision of an enhanced Manawatū environment. ENM provides coordination and communication services to the wider network. ENM's Management Committee provides direction and oversight of activities.

Manawatū Food Action Network (MFAN) is a collective of social service and environmental organisations (and other community stakeholders) working together to increase collaboration, education and awareness around issues of food security, food resilience and food localisation.

## ENM Employment Principles

ENM, represented by its Management Committee is committed to being a good employer applying good faith principles and providing a quality working environment, as well as fair, transparent and consistent employment processes.

## Our Organisational Values

We are part of the environment  
We serve our member groups  
Trust and Integrity  
Accountability

## Purpose of the Position

The MFAN Coordinator is responsible for the coordination of the emerging Manawatū Food Action Network. The Network's focus is on food security and food resilience in Palmerston North City and the Manawatū catchment. The coordinator will work with ENM groups and across other sectors (social, health, etc.) as appropriate. The role is guided by ENM's Food Vision Statement and Te Tiriti O Waitangi. The coordinator will work in collaboration with the ENM Kai Security Strategy Lead.

The following objectives are identified for the role:

- Engagement with ENM's member groups with a direct interest in food action to enable networking, resource-sharing, capacity building and support.
- Host one informal hui per season (Spring, Summer, Autumn, Winter) given that much food resilience work is seasonal for ENM's food and community resilience groups.

- Liaise frequently with Palmerston North City Council to establish protocols for food sharing, etc. under Covid-19 restrictions.
- Work with the wider Food Action Network and facilitate the development of agreed activities.
- Set up and run at least one network meeting every six months.
- Help facilitate the development of new initiatives such as food waste minimisation, composting collectives, community garden/urban farming, etc.
- Help to identify potential funding resources and assist with potential funding applications linked to these.
- Foster resource brokering and sharing.
- Support mana whenua and tangata whenua efforts towards food resilience and sovereignty where possible.
- Update and enhance existing Manawatū Food Action Directory and website as needed in collaboration with the ENM Communications and Events lead.
- Communicate via social media and other channels to promote the actions of the network members and connect with wider public.
- Report on a monthly basis to the ENM Management Committee and external partners.
- Develop and keep metrics to assess results and outcomes for effective funding reporting and storytelling purposes.

## Key Results

- A connected well informed Food Action Network who are supported in their work
- A public that is aware of the work of the network and opportunities to participate.
- Increased food security, connectedness and resilience within the network and beyond.

## Key Relationships

### Internal Relationships

ENM Staff  
 ENM volunteers  
 ENM Kai Security Lead.

### External Relationships

ENM Member Groups  
 Community Organisations  
 Local government  
 Funding Agencies

## Personal Profile

- Collaborative, but happy working alone and can work unsupervised.
- Good team player, able to work well in a small team.
- Strong networking skills in a wide variety of settings.
- Has a passion for food security, food resilience food localisation and gardening.
- Good time management and project delivery skills.
- The confidence and ability to oversee public events and coordinate large numbers of volunteers/ participants.
- Good understanding of Health and Safety and general compliance requirements.
- Expertise at making presentations, facilitation and public speaking.
- Experience with making funding applications (desirable but not essential)
- Can show initiative, self-motivation and flexibility and a willingness to learn and adapt.
- Familiar with Treaty of Waitangi Principles.