



Food Co-operative Working Members Manager

Basis: Part-time

Hours: 13.5/ week

Remuneration: \$26.20 per hour.

Commitment required: 6 months with possibility of extension

Applications close: Thursday 1st October

Role Description

The Working Members Manager is a vital role to the running of the Canberra Food Cooperative being the main point of contact for new members and existing working members. The role requires an individual with excellent communication and listening skills, strong organisational and people management experience and a positive 'can do' attitude. Key activities of the role include:

- Be main point of contact for working members, both new and existing
- Maintain functional activities and team rosters for working members to contribute to
- Communicate information to our wide range of working members
- Uphold the Workplace Health and Safety policies and procedures of the Food Co-op
- Develop programs and systems for more efficient, diverse and reliable working member opportunities
- Update and maintain job descriptions, contracts and other employee issues
- Demonstrate a 'can do' attitude and a willingness to join an engaging, inclusive and strategic work environment
- Oversee general runnings in the Co-op while working
- Attend monthly board meetings

Selection Criteria

Essential

- Commitment to the values and goals of the Food Co-op
- Excellent written and spoken communication skills
- Previous experience of managing staff or volunteers
- Excellent time management and good attention to detail
- Strong organisational and planning skills

Desired

- Previous experience working with a cooperative, volunteer-lead organisation or similar not-for-profit is highly valued
- Understanding of and commitment to cooperative structures, consensus decision-making and conflict resolution strategies
- Understanding of and commitment to workplace health and safety

How to apply for this job

- Please submit your CV, a 1-2 page cover letter addressing the selection criteria. Please include your contact details and the names and phone numbers of two referees
- Applications will only be accepted in digital form, ideally emailed. Attachments must be in Word, Rich Text Format, or PDF format
- The Food Coop Shop is an equal opportunity employer
- Email applications must be sent by 1st October 2020 to: workers@cbrfoodcoop.org.au using the subject line: Working Members Manager application
- For further information contact the Food Co-op at 02 6230 7505