Enterprise Training and Resource Officer

- 2 x full time positions
- 6 month role minimum
- $24.39 per hour + super

- 38 hours per week
- Flexible working conditions
- Work remotely in Victoria

About the Open Food Network

Founded in 2012, we're a not-for-profit organisation focused on building a new food system that is fair, local, and transparent.

We believe a sustainable and resilient food system needs to reconnect producers and consumers. We aim to empower people and communities and give them the tools and knowledge to develop the food systems they need for their community.

Our flagship project is an open source software platform that makes it easy for farmers, producers, farmers markets, and other values-aligned enterprises to sell their products online. We also run place-based projects that seek to strengthen local food systems by supporting community food enterprises and by creating connections and sharing knowledge amongst producers, eaters and other food sector stakeholders.

We are part of a global network of people and organisations working together to develop open and shared resources, knowledge, and tools to support local food enterprises all over the world.

The Open Food Network community has decades of experience in running innovative food enterprises with social and ecological aims. We know that good food can transform our planet and our society. We also know that making values-driven food enterprise work takes commitment, perseverance, partnerships and support.

About the opportunity

Open Food Network has secured funding through Working for Victoria to help create stronger and fairer food systems across regional and metro Victoria.

This funding will enable Open Food Network to bring on an additional 16 staff members which is super exciting for us and the Victorian food system! It will mean we can provide additional customer support on the Open Food Network platform, as well as support a range of Community Food

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Enterprises across regional Victoria so they can strengthen their knowledge and capability across a range of areas including collaborative marketing, shared logistics and business systems. This role will help to develop and facilitate training opportunities externally for our partners but also internally for Open Food Network staff. This role will also develop and share key practical resources for Community Food Hubs available.

We are recruiting two full-time Enterprise Training and Resource Officers. They will be fully funded for 6 months, with the possibility of extending this for another 6 months.

These roles are flexible and remote positions and can be done from anywhere in Victoria. We've always worked remotely so we have the tools and practices set up to ensure we are working well as a team, both locally and with the broader global team. Ideally you have your own computer, phone, a good solid internet connection and access to a car to enable face to face catch ups where possible. If not, still apply - if you're the best candidate we'll help you get set up.

You'll be well supported by a dedicated team of Open Food Network staff who are scattered around Victoria (and the world) who can help and mentor you to build connections, navigate our software platform and submit your timesheets! We are farmers, software developers, house builders, gardeners, herbal lore novices, climbers, bakers, partners, parents, carers, and most importantly, we're good people. We are definitely a workplace where you bring your whole self to work.

Role:

At the Open Food Network, we operate as a holocracy. We are decentralised in terms of management and operate in self-organising teams who are empowered to make decisions. We recognise that staff have multiple roles within an organisation and that they may move between roles depending on their skill development, interest and capacity. Sounds different right?!

What it means is that as an Enterprise Training and Resource Officer, you might play a role in customer support, content creation, communications, partnership development and project management.

Responsibilities:

- Identify the training needs of Open Food Network partners including Community Food Enterprises and Producers
- Develop and deliver content via online and face to face training opportunities
- Develop a range of online resources for Community Food Enterprises, including repackaging or restructuring existing Open Food Network resources to make them more accessible and engaging
- Provide customer support to users of the Open Food Network platform, including technical support
- Understand how the Open Food Network software platform operates so that you can advocate for its use where appropriate and useful
- Manage a flexible work week through effective time management and organisation
- Contribute to a positive and supportive team culture both within Open Food Network and within any partners with whom you may be working

You should be: values-driven, proactive, entrepreneurial, creative, adaptable and technically savvy. As we're hiring for two roles, there is scope for each role to have a slightly different focus depending

on your skills and experience. These roles will require technical and customer support experience in online or e-commerce platforms and/or demonstrated experience in collating learning resources and running engaging training and learning experiences. You will be a confident communicator who believes in our mission of building a better food system by empowering community food enterprises and your local food system.

You may also: have used the Open Food Network software platform previously and/or have experience working in the Victorian food system in a way that brings understanding and knowledge regarding current training and resourcing needs.

Interested?

Great! If you're shortlisted for the role through Working for Victoria, we will be in touch to request a CV with references. We will then conduct an online interview for the position.