



POSITION DESCRIPTION	
<b>Title:</b>	<b>Food in the Park Team Leader</b>
<b>Program:</b>	<b>Emergency Relief – Food in the Park</b>
<b>Reports to</b>	Communities Outreach Coordinator (or delegated senior staff member in their absence)
<b>Position Type</b>	Part time Permanent
<b>Hours of work</b>	This position is 0.5 FTE (20 hours per week), worked across three days, including the two scheduled Food in the Park sessions (Tuesday & Thursday) each week. Some flexibility in hours is required to support session delivery and community engagement.
<b>Employment Conditions</b>	<p>Classification: Level 4.4 under the Crisis Assistance and Supported Housing Industry (Western Australian) Interim Award.</p> <p>Regional allowance applies for Newman in accordance with Award provisions.</p> <p>Superannuation is paid in accordance with the Superannuation Guarantee legislation.</p> <p><b>Employee Benefits</b></p> <p>Access to the NWS Employee Assistance Program (EAP).</p> <p>Five (5) weeks annual leave per annum (pro-rata for part-time employees) plus 17.5% leave loading (where applicable).</p> <p>Opportunity to access salary packaging benefits.</p> <p>Access to training and professional development opportunities.</p>
<b>About the Organisation</b>	<p>Newman Women's Shelter (NWS) is a Not-For-Profit organisation providing Family and Domestic Violence (FDV) and support services across Newman and the East Pilbara region.</p> <p>Services include:</p> <ul style="list-style-type: none"> <li>• <b>Supported Accommodation:</b> Emergency, Crisis, and Transitional housing</li> <li>• <b>Communities Outreach:</b> Mobile Outreach Initiative, FDSV remote community support</li> <li>• <b>Emergency Relief:</b> Food in the Park Project, financial assistance, and material aid</li> <li>• <b>Youth Services:</b> Martu Night Patrol, Safe Space, Martu Youth Support</li> <li>• <b>Counselling Services:</b> Specialist FDV and youth counselling</li> </ul> <p><b>Our Values: Integrity   Humility   Collaboration   Accountability   Excellence</b></p> <p>NWS is a culturally safe, diverse and environmentally conscious organisation. We are signatories of the Cultural Compact and recognise Nyiyaparli Traditional Owners of the Country on which Newman stands and the Martu people as the Custodians of Jigalong which sits in Nyiyaparli Country.</p>

<p><b>Job Purpose and Outcomes</b></p>	<p>The Food in the Park Team Leader leads the day-to-day delivery of the Food in the Park (FIP) community food relief and engagement program in East Newman. The role coordinates meal preparation and distribution, supervises support staff and volunteers, and builds trusted relationships with Aboriginal people and families to improve access to nutritious food in a culturally safe, respectful and welcoming way.</p> <p>Consistent with the Level 4 classification, the Team Leader operates with a high degree of autonomy under limited direction, with delegated authority to plan and run sessions, roster staff and volunteers and make routine operational decisions without day-to-day supervision.</p> <p><b>Key Outcomes</b></p> <ol style="list-style-type: none"> <li>1. <b>Consistent Service Delivery</b> Twice-weekly FIP sessions (park-based and home deliveries) are delivered reliably year-round, providing sustained access to nutritious food and safe drinking water.</li> <li>2. <b>Culturally Safe Engagement</b> A welcoming, culturally safe service model strengthens community trust, social connection and participation, verified through survey feedback.</li> <li>3. <b>Coordination and Partnerships</b> Coordination across local service providers and volunteers is strengthened, using FIP as a consistent engagement platform that improves visibility of support and referral pathways.</li> <li>4. <b>Quality, Monitoring and Reporting</b> Program outputs, outcomes and KPIs are accurately tracked and reported in line with NWS and funding requirements.</li> </ol>
<p><b>Key Accountabilities</b></p>	<ol style="list-style-type: none"> <li>1. <b>Program Delivery and Coordination</b> <ul style="list-style-type: none"> <li>• Lead the delivery of two FIP sessions per week, year-round, including preparation, packing and distribution of culturally appropriate, nutritious meals at Miners Promise Park.</li> <li>• Coordinate direct meal delivery to homes for individuals and families unable to attend park-based sessions, and the distribution of safe drinking water.</li> <li>• Oversee meal preparation as a core program activity to ensure meals are culturally appropriate and nutritionally adequate.</li> <li>• Manage session logistics, rostering, food supplies, equipment and the food truck/vehicle.</li> </ul> </li> <li>2. <b>Team Leadership and Volunteer Coordination</b> <ul style="list-style-type: none"> <li>• Supervise, support and roster FIP support workers, casual staff and volunteers.</li> <li>• Provide day-to-day guidance, induction and on-the-job support to ensure safe, respectful and consistent service delivery.</li> </ul> </li> </ol>

	<p><b>3. Community Engagement and Activities</b></p> <ul style="list-style-type: none"> <li>• Build and maintain respectful relationships with families and residents in East Newman.</li> <li>• Coordinate supervised social and leisure activities for children and young people, co-delivered with FIP sessions.</li> <li>• Promote a welcoming and culturally safe environment at every session.</li> </ul> <p><b>4. Monitoring, Evaluation and Reporting</b></p> <ul style="list-style-type: none"> <li>• Maintain accurate records of sessions, meals, water, activities, volunteers and participation.</li> <li>• Administer participant surveys and contribute to independent evaluation activities.</li> <li>• Contribute to 6-monthly progress reports, KPI reporting and the Final Acquittal Report against agreed deliverables.</li> </ul> <p><b>5. Compliance and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Comply with NWS policies, procedures, food safety, work health and safety, and funding obligations.</li> <li>• Participate in supervision, training, team meetings and reflective practice.</li> <li>• Contribute to risk management, quality assurance and continuous improvement of the program.</li> </ul>
<p><b>Position Requirements</b></p>	<p>Demonstrated experience coordinating community programs, food relief or similar frontline services.</p> <p>Proven ability to lead and supervise staff and volunteers.</p> <p>Ability to work effectively with Aboriginal people, families and communities, with an understanding of cultural considerations and community dynamics.</p> <p>Strong organisational and logistics skills, including rostering, record-keeping and meeting reporting requirements.</p> <p>Well-developed communication, interpersonal and stakeholder engagement skills.</p> <p>Ability to work both independently and collaboratively within a team.</p> <p>Commitment to professional boundaries, confidentiality, child safeguarding and ethical practice.</p> <p>Commitment to the vision, values and objectives of Newman Women's Shelter.</p>
<p><b>Relevant experience, certifications and training required</b></p>	<ul style="list-style-type: none"> <li>• Relevant qualifications in Community Services or a related discipline, and/or demonstrated relevant experience.</li> <li>• Valid Working with Children Card</li> <li>• Valid C Class Driver's License</li> <li>• Valid National Police Clearance</li> <li>• First Aid Certificate</li> </ul>



Newman Women's Shelter

- Food Handling / Food Safety Certificate
- Cultural Awareness Training or willingness to obtain
- Proficiency in Microsoft Office and data entry