

# Position Description

<b>Position Title</b>	<b>Support Officer</b>
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<b>Position summary</b>
The Support Officer will support the delivery of pleasurable food education in schools and centres by providing advice, information and inspiration to Stephanie Alexander Kitchen Garden Program (SAKGP) schools and Kitchen Garden Classroom (KGC) members, and encourage the growth of pleasurable food education in prospective schools and centres.

<b>Key activities and goals to achieve</b>	
<b>Key activities</b>	<b>Goals to achieve</b>
1.0 Support services	<ul style="list-style-type: none"> <li>SAKGP schools and KGC members are provided with advice, information and inspiration to support the delivery of pleasurable food education</li> <li>Support services are delivered in a timely, professional and consistent manner</li> <li>Support services are recorded, measured and evaluated to ensure stakeholders needs are being met</li> <li>Support service processes are continually improved to ensure the efficient delivery of the service</li> </ul>
2.0 SAKGP and KGC engagement	<ul style="list-style-type: none"> <li>SAKGP schools and KGC members are proactively engaged through relevant SAKGF platforms</li> <li>SAKGP school and KGC member interactions are monitored and assessed according to established benchmarks, and insights shared with the SAKGF team</li> <li>Creative and innovative ideas for interacting with SAKGP schools and KGC members are generated, scoped and implemented</li> </ul>
3.0 Data management	<ul style="list-style-type: none"> <li>Accurate data is maintained about SAKGP schools and KGC members</li> <li>SAKGP schools and KGC members data is actively monitored against SAKGF targets, with actions recommended as required</li> </ul>
4.0 Sales	<ul style="list-style-type: none"> <li>Information and advice to assist in the sale of SAKGF products and services is provided to SAKGP schools, KGC members and prospective schools and centres in a timely, professional and consistent manner</li> <li>Creative and innovative ideas for selling SAKGF products and services are generated, scoped and implemented</li> </ul>
5.0 Participation and reporting	<ul style="list-style-type: none"> <li>SAKGF Philosophy and valued behaviours are demonstrated</li> <li>Passion and commitment to the SAKGF vision is used to foster a positive team culture</li> <li>Reports that track progress against strategic goals are prepared as required</li> <li>Formulating and documenting processes is standard practice</li> <li>Commitment to the integrity, validity, currency and security of all SAKGF information is continuous</li> <li>Participation in meetings and events is constructive, professional and enthusiastic</li> </ul>

This is not an exhaustive list of responsibilities or skills. This document is to be used as a guide only and position-holders may be required to complete tasks outside of this Position Description.