



Position Description: Professional Development Coordinator

Classification	SCHCADS Social and community services employee level 3 - pay point 3 with opportunities to progress
Salary	\$48,159 p.a. Additionally, you are eligible to access NFP salary packaging of up to \$15,900 towards living expenses and \$2,650 towards meals and entertainment, reducing your taxable income and increasing your take-home pay by upwards of 17.66%. The equivalent maximum gross salary is \$54,239 p.a
Superannuation	Employer contribution of 12%
Working hours	Part time (22.8 hours pw) or 0.6 FTE
Basis of employment	18-month fixed term contract with the possibility of extension
Other benefits	Annual leave loading, wellbeing days, flexible ways of working, professional development and portable long service leave with the Victorian Portal Long Service Authority
Location	The 60L Green Building, 60 Leicester Street, Carlton in Narm (Melbourne) on the traditional lands of the Wurundjeri Woi Wurrung and Bunurong peoples of the Kulin Nation and working from home
Reports to	Natasha Grogan, Kitchen Garden Program Manager
Direct reports	Nil
Applications close	Sunday 24 May 2026
Contact for enquiries and applications	Email a cover letter addressed to Natasha Grogan and copy of your CV with the Subject Line: Professional Development Coordinator [your name] at: application@kitchengardenfoundation.org.au

Acknowledgement of Country and Commitment

The Stephanie Alexander Kitchen Garden Foundation acknowledges the Traditional Custodians of the lands and waterways on which we work, live and play. We pay our respects to all Aboriginal and Torres Strait Islander peoples, and Elders past, present and future.

Aboriginal and Torres Strait Islander Peoples across Australia have cared for Country for millennia and Australian children and young people have so much to learn from their ways of knowing, being and doing, with respect to growing, harvesting, preparing and sharing.

We commit to a continued cultural learning journey and partnering with Aboriginal and Torres Strait Islander organisations where it supports self-determined outcomes.

About the Stephanie Alexander Kitchen Garden Foundation

Our vision:

Healthy children and young people living in sustainable communities across Australia.

Our purpose:

We enable children and young people to form positive food habits for life.

Our role:

We support communities and educators across Australia to deliver pleasurable food education and kitchen garden programs for children and young people by providing inspiration, information, extensive resources, capability and professional development, a national community of practice, and ongoing support.

Pleasurable food education:

Pleasurable food education inspires children and young people to understand and connect with fresh, delicious food through fun, hands-on learning. This approach empowers children and young people to develop practical skills, an appreciation of seasonal produce, and a positive, confident and healthy relationship with food – for life.

Our approach:

Positive, preventative, impactful and community minded.

Our Community Projects

The Stephanie Alexander Kitchen Garden Foundation works alongside community partners to address local health priorities for children and young people. We develop and implement customised, place-based projects driven by fresh, seasonal, delicious food. We draw on over 20 years of deep expertise of delivering the Kitchen Garden Program to support our partners to achieve the changes they want to see in the places where children and young people spend their time.

Our strategic priorities:

- Support more Australian schools and early childhood services to deliver pleasurable food education and the Kitchen Garden Program.
- Work alongside communities to support children and young people through community place-based projects that address inequities.
- Grow a national kitchen garden movement.
- Build long-term sustainability of the Foundation.

Our Values

 <p>SUPPORTIVE</p> <p>We are positive, engaged and helpful. We value and listen to each other, our partners and the broader community.</p>	 <p>INCLUSIVE</p> <p>We act with integrity, respect and understanding, leading with kindness and acceptance.</p>	 <p>PASSIONATE</p> <p>We love what we do and want to share it with others. We celebrate pleasurable food education, building on a proud history and working towards positive change.</p>
 <p>COLLABORATIVE</p> <p>We work together, drawing generously from our collective knowledge and expertise. We build strong and strategic partnerships, generating evidence and sharing learnings.</p>	 <p>RESOURCEFUL</p> <p>Like successful cooks and gardeners we use our resources wisely and creatively. We are adaptable and flexible, but intentional and purposeful.</p>	

Equal Opportunity, Diversity and Inclusion

The Stephanie Alexander Kitchen Garden Foundation (SAKGF) is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The Foundation makes decisions on employment, promotion, and reward based on merit.

The Foundation is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Foundation's policies that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all Foundation policies.

The Foundation values diversity because we recognise that the differences in our people's age, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. We value diversity and inclusion and are committed to creating an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to realise our vision of healthy children and young people living in sustainable communities across Australia.

Position Summary

The Professional Development (PD) Coordinator contributes to the design, coordination and delivery of high-quality professional development activities for members of the Stephanie Alexander Kitchen Garden Foundation's (SAKGF) Community of Practice.

Working as part of a collaborative Professional Development and Kitchen Garden Program (KGP) team, the PD Coordinator supports educators to build the skills, confidence and practical understanding needed to implement the Kitchen Garden Program through pleasurable food education (PFE).

The role focuses on coordinating and delivering both online and in-person professional development opportunities, supporting the development of resources, responding to member feedback, and contributing operational expertise to priority projects. The PD Coordinator works under guidance within established frameworks, policies and procedures, exercising initiatives appropriate to SCHADS Level 3.3.

Key Purpose of the Role

To coordinate and deliver professional development activities and resources that support member engagement, strengthen educator capability, and contribute to the growth and effectiveness of SAKGF's Community of Practice.

Key Responsibilities & Accountabilities

1. Community of Practice Support

- Respond to and support members through professional development sessions, Shared Table engagement and in-person opportunities.
- Seek, document and relay member feedback to contribute to continuous improvement of PD offerings.
- Assist in the development and maintenance of resources that support educator learning and engagement.

2. Professional Development Delivery (In-Person and Online)

- Coordinate and deliver professional development sessions in line with agreed objectives, timelines and budgets.
- Support session design and facilitation using established PD frameworks and materials.
- Coordinate operational logistics including scheduling, preparation of materials and collaboration with colleagues and facilitators.
- Contribute to post-delivery tasks including participant feedback collection, debriefs and basic reporting (e.g. Salesforce campaign close-out).

3. Resource Development and Stakeholder Activities

- Contribute to the development of professional development materials and learning resources throughout the year.
- Support stakeholder workshops and partnership activities in collaboration with other team members.
- Deliver sessions and interactions in a manner that reflects SAKGF philosophy, values and commitment to pleasurable food education.

4. Quality, Standards and Continuous Improvement

- Apply relevant education standards (including Australian Children's Education & Care Quality Authority (ACECQA) and Australian Institute for Teaching and School Leadership (AITSL) frameworks and Early Years Framework) where applicable under guidance.
- Assist with the collection of data and feedback to support evaluation of PD activities.
- Contribute ideas and practical insights to improve processes, delivery methods and educator experience.

5. Organisation Contribution and Priority Projects

- Participate in Foundation priority projects as directed by management.
- Provide practical, on-the-ground insights to support broader content development and team initiatives.
- Undertake other duties consistent with the scope of the role and SCHADS Level 3.3 classification.

Key Relationships

- Professional Development and Kitchen Garden Program team members.
- KGP educators and members.
- Internal SAKGF staff and project teams.
- External facilitators and stakeholders (as required).

Selection Criteria

Skills, Knowledge and Experience

- Demonstrated experience supporting or delivering kitchen training, workshops or community education activities.
- Practical knowledge of education, training, community services or related sectors.
- Strong interpersonal skills with the ability to communicate clearly and respectfully with diverse stakeholders.
- Ability to coordinate activities, manage competing priorities and meet agreed deadlines.
- Competence using digital tools (e.g. Microsoft 365, CRM systems such as Salesforce) to support coordination and reporting tasks.
- Ability to work both independently and as part of a team, seeking guidance when required.

Personal Attributes

- Alignment with the Foundation's purpose, values and commitment to pleasurable food education.
- Collaborative, adaptable and solutions-focused approach.
- Commitment to proactive and positive Child Safety and Occupational Health & Safety (OH&S) practices.
- Dedicated to quality and continuous improvement.
- Ethical conduct and respectful workplace behaviour.

Additional requirements

- The position is based in inner Narm (Melbourne). Intra-state and interstate travel may be required in the role.

Prerequisites

Relevancy is in education or training and assessment or community services or equivalent experience:

- Three-year degree; or
- Associate diploma with relevant experience; or
- Relevant certificate with relevant experience, or experience attained through previous appointments, services and/or study of an equivalent level of expertise and/or experience to undertake the range of activities required.

Essential Safety Screening Requirements

- National Police Check.
- Current Victorian Working with Children Check (Employee).
- Current Victorian Drivers Licence.
- Right to work in Australia.

Employment information

- This role is covered by the [Social, Community, Home Care and Disability Services Industry Award 2010](#) (SCHCADS), a Fair Work Commission consolidated modern award which incorporates all amendments up to and including 23 January 2026.
- Social and community services employee level 3 - pay point 3 with opportunities to progress.
- This is not an exhaustive list of responsibilities or skills. This document is to be used as a guide only and incumbents may be required to complete tasks outside of this Position Description.

Key Performance Indicators

Key Performance Indicators (KPIs) are specific measures that demonstrate that outcomes in each key activity have been achieved. KPIs will be negotiated with the individual employee and reviewed regularly and annually as part of the performance management cycle.

Job Complexity, Skills, Knowledge

Characteristics of a level 3.3 role:

- Works under general direction in the application of procedures, methods and guidelines which are well established.
- General features of this level involve solving problems of limited difficulty using knowledge, judgment and work organisational skills acquired through qualifications and/or previous work experience.
- Assistance is available from senior employees.
- Employees may receive instruction on the broader aspects of the work.
- Allows employees scope for exercising initiative in the application of established work procedures and may require the employee to establish goals/objectives and outcomes for their own work program or project.
- Employees will be responsible for managing and planning their own work.

Responsibilities

To contribute to the operational objectives of the workplace, a level 3.3 is expected to perform some of the following:

- Undertake responsibility for various activities in a specialised area.
- Exercise responsibility for a function within the organisation.
- Allow the scope for exercising initiative in the application of established work procedures.
- Assist in a range of functions and/or contribute to interpretation of matters for which there are no clearly established practices and procedures although such activity would not be the sole responsibility of such an employee within the workplace.
- Provide secretarial and/or administrative support requiring a high degree of judgment, initiative, confidentiality and sensitivity in the performance of work.
- Assist with or provide a range of records management services, however the responsibility for the records management service would not rest with the employee.
- Allow the scope for exercising initiative in the application of established work procedures.
- Aid senior employees.

Requirements of the position

Some or all the following are needed to perform the work of a level 3.3.

Skills, knowledge, experience

- Thorough knowledge of work activities performed within the workplace.
- Sound knowledge of procedural/operational methods of the workplace.
- May utilise limited professional or specialised knowledge.
- Working knowledge of statutory requirements relevant to the workplace.
- Ability to apply computing concepts.

Organisational relationships

- Works under general supervision except where this level of supervision is not required by the nature of the responsibilities being undertaken.
- Operate as member of a team.

Extent of authority

- Receive instructions on the broader aspects of the work.
- Freedom to act within defined established practices.
- Problems can usually be solved by reference to procedures, documented methods and instructions.
- Assistance is available when problems occur.

Organisational Requirements and Commitments

Child Safety & Safety of Vulnerable People

The Foundation is a Child Safe Organisation, committed to the safety and wellbeing of children, young people, people with disability, and other vulnerable people. We have zero tolerance of abuse and neglect of all vulnerable people. The Foundation is committed to providing a safe environment in which children and vulnerable people are protected from violence, abuse and neglect. All employees must:

- Always Comply with the Child Safe Standards.
- Maintain a safe environment in which children and vulnerable people are always safe.
- Actively prevent, and immediately report to the Foundation, any violence, abuse or neglect of any child or vulnerable person.

Workplace Health & Safety

The Foundation has zero tolerance for compromised worker safety. We endeavour to provide a working environment that is safe for all employees and people who use our services. As an employer, the Foundation adheres to Occupational Health & Safety regulations. All employees must:

- Comply with all Foundation policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of their own health and safety, and the health and safety of their colleagues, service users, and others who may be affected by the employee's acts or omissions in the workplace.
- Immediately report to the Foundation any perceived or actual hazards or incidents.
- Not perform tasks where you do not feel safe or trained.

In addition, you have the right to switch off digital tools (including means of communication for work purposes) outside your working time without facing consequences for not replying to emails, phone calls or text messages.

Code of Conduct and Operational Accountability

The Foundation is committed to operating efficiently and ethically and remaining operationally and financially sustainable. All employees must:

- Operate within the requirements of the Foundation's accreditations, registrations, policies and procedures, Code of Conduct, and regulatory guidelines.

Other Information

The Stephanie Alexander Kitchen Garden Foundation

The Stephanie Alexander Kitchen Garden Foundation provides the inspiration, information, professional development and support for educators to deliver pleasurable food education to children and young people in Australia.

Pleasurable food education is a fun, hands-on approach to teaching children and young people about fresh, seasonal, delicious food so they form positive food habits for life.

Delivered through a kitchen garden program, pleasurable food education has an array of health, wellbeing, education and community benefits.

Stephanie Alexander AO, one of Australia's most recognised cooks, food educators and authors, established the Kitchen Garden Foundation in 2004, following the success of the first kitchen garden program piloted in 2001. The motivation for this work came from Stephanie's awareness of the growing childhood obesity problem in Australia.

The Stephanie Alexander Kitchen Garden Foundation supports early childhood services, primary schools and secondary schools across Australia, and our community is growing.

As an independent, not-for-profit organisation, we work in partnership with VicHealth, corporate, community and philanthropic organisations, and individuals, to continue our work.

Strategy 2023 - 2028

Read about our [Strategy 2023 - 2028](#).

Governance

The Stephanie Alexander Kitchen Garden Foundation is governed by a [board of management](#) and led by our CEO Rob Rees.