



Position Description: Partnerships and Grants Lead

Classification	SCHACDS Social and community services employee level 4 - pay point 1
Salary	\$52,854 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 16.68%. The equivalent maximum gross salary is \$59,381.
Superannuation	Employer contribution of 12%
Working hours	0.6 FTE Part-time
Basis of employment	<p>12-month Fixed-Term Contract to 30 June 2027 (Cover for phased return to work)</p> <p><i>This is a fixed-term opportunity to provide essential 0.6 FTE cover for a core 1.0 FTE position. You will be working alongside a colleague who is returning from parental leave at 0.4 FTE. This role ensures full-time continuity for our team during their phased return to work.</i></p>
Other benefits	Annual leave loading, wellbeing days, long service leave
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	Hayley McKee, Corporate Affairs Manager
Direct reports	Nil
Applications close	5pm (AEST) Sunday 24 May 2026

Contact for
enquiries and
applications

Email a cover letter addressed to Hayley McKee and a copy of your CV with the Subject Line: Partnerships & Grants Lead [your name] to:
application@kitchengardenfoundation.org.au

Acknowledgement of Country and Commitment

At the Stephanie Alexander Kitchen Garden Foundation, we acknowledge the Traditional Custodians of the lands and waterways where we live, learn, garden and share nourishing food. We honour Aboriginal and Torres Strait Islander peoples and Elders past, and present, whose deep connection to Country continues to inspire and guide us.

First Nations peoples have been growing, harvesting, preparing and sharing food for thousands of years. Their ways of knowing, being and doing offer rich lessons for all Australians – especially children and young people. We're committed to walking alongside Aboriginal and Torres Strait Islander communities and organisations, learning with humility, and supporting self-determined outcomes through meaningful partnerships.

About the Stephanie Alexander Kitchen Garden Foundation

The Stephanie Alexander Kitchen Garden Foundation is an Australian not-for-profit founded in 2004 by legendary cook Stephanie Alexander AO. Twenty years on, we are still fighting for the health and wellbeing of Australian children and young people by delivering fun, hands-on and inclusive food education across the country.

Our globally recognised and evidence-backed Kitchen Garden Program equips children with the skills to grow, harvest, prepare and share fresh, affordable and culturally diverse food, enabling them to develop positive food, wellbeing and sustainability skills for life.

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.

Our approach

Positive, preventative, impactful and community minded.

Our values

Supportive, inclusive, passionate, collaborative, resourceful.

Strategy 2023 - 2028

A summary of our strategic priorities can be found [here](#).

Governance

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

Equal Opportunity, Diversity and Inclusion

The Stephanie Alexander Kitchen Garden Foundation 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

This role sits within the Communications, Fundraising & Partnerships (CFP) Team, contributing to strategic priorities by strengthening evidence of impact and maintaining the partnerships that support our national profile.

The Partnerships & Grants Lead is responsible for the day-to-day coordination and stewardship of existing and new corporate partnerships. While working under the general direction of the Corporate Affairs Manager, the role "leads" the project management of deliverables, ensuring all schedules, reporting, and activations are executed to a high standard.

We strongly encourage and welcome applications from Aboriginal and Torres Strait Islander people.

The Foundation is committed to building a diverse and inclusive team with a variety of backgrounds, skills and views. We welcome applications from First Nations people, people with disability, people from the LGBTIQ+ community, and people from culturally diverse backgrounds. Please reach out if you would like to discuss any accommodations that might support you in applying for this role.

Key Responsibilities

Partnership Stewardship & Coordination

- **Coordinate Deliverables:** Lead the day-to-day communication and schedule of all partnership milestones, including the project management of proposals, budgets, and reporting.
- **Relationship Management:** Act as a key point of contact for partners, fostering professional relationships and ensuring high-quality correspondence.
- **Grant Administration:** Support sponsored memberships and grant campaigns (e.g., National Kitchen Garden Awards) by managing agreements and onboarding schools/services.
- **Data & Storytelling:** Collect and organise data and stories from grant recipients to meet partnership reporting requirements and support CFP team goals.

Activation and Research

- **Identification:** Nurture existing donors and build a robust pipeline of prospective funders, with tailored cultivation and solicitation strategies.
- **Partner Events:** Organise and facilitate opportunities for partners to experience the Program, including volunteering experiences or professional development sessions.

- **Calendar Management:** Maintain a master calendar of partner activations, ensuring all tasks are prioritised and deadlines are met.
- **Market Research:** Conduct directed research into potential corporate and pro-bono partners that align with SAKGF's values and strategic plan.

Team and Administration

- **Documentation:** Ensure all partnership processes are documented, and that the CRM (database) is kept accurate and secure.
- **Reporting:** Prepare regular progress reports against financial and non-financial goals for the Management Team.
- **Collaboration:** Work closely with the 0.4 FTE job-share colleague and the broader CFP team to ensure a seamless handover and continuity of service.

Participation

- A passion and commitment to the Foundation's vision and values is demonstrated.
- A positive, can-do, collaborative and adaptive attitude to tasks and team activities is displayed.
- Participation in meetings and events is constructive, professional and enthusiastic.
- Reports that track progress against strategic and annual financial and non-financial goals are prepared as required.
- Formulating and documenting processes is standard practice.
- Commitment to the integrity, validity, currency and security of all the Foundation's information is continuous.
- Cross-organisational tasks determined by management are contributed to as required.

Key Selection Criteria

- **Relevant Experience:** Previous experience in partnership coordination, grant administration, or a similar relationship-based role (NFP experience highly regarded).
- **Project Coordination:** Demonstrated ability to lead the administrative lifecycle of a project, from initiation and budgeting to final reporting.
- **Communication Skills:** High-level written and verbal skills, with the ability to engage professionally with corporate stakeholders and educational staff.

- **Operational Proficiency:** Strong organisational skills with the ability to manage a 0.6 FTE workload within a collaborative, job-share environment.
- **Technical Aptitude:** Proficiency in Microsoft 365 and experience using CRM systems (e.g., Salesforce) to track relationship milestones.

Selection Criteria

Essential Safety Screening Requirements

- Proof of Identity Check.
- National Police check.
- Current Working with Children Check (Employee).
- Current 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.
- 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 4.1 role:

- works under general direction that requires the application of skills and knowledge appropriate to the work. Generally, guidelines and work procedures are established.
- will apply knowledge and skills which are gained through qualifications and/or previous experience in a discipline and will be expected to contribute knowledge in establishing procedures.
- may be required to provide specialist expertise or advice in their relevant discipline.
- requires a sound knowledge of program, activity, operational policy or service aspects of the work performed.
- requires skills in managing time, setting priorities, planning and organising their own work to achieve specific objectives.
- will be expected to set outcomes and further develop work methods where general work procedures are not defined.

Responsibilities

To contribute to the operational objectives of the workplace, a level 4.1 is expected to perform some of the following:

- undertake activities which may require exercise of judgment and/or contribute critical knowledge and skills where procedures are not clearly defined.
- perform duties of a specialised nature requiring the development of expertise over time or previous knowledge.
- identification of specific or desired performance outcomes.
- contribute to interpretation and administration of areas of work for which there are not clearly established procedures.
- expected to set outcomes and further develop work methods where general work procedures are not defined and could exercise judgment and contribute critical knowledge and skills where procedures are not clearly defined.
- although still under general direction, there is greater scope to contribute to the development of work methods and the setting of outcomes. However, these must be within the clear objectives of the organisation and within budgetary constraints.
- exercise responsibility for various functions within a work area.
- undertake a wide range of activities associated with program activity or service delivery.

Where the prime responsibility lies in a specialised field, the level 4.1 would undertake at least some of the following:

- liaise with other professionals at a technical/professional level.
- discuss techniques, procedures and/or results with clients on straight forward matters.
- carry out a variety of activities in the organisation requiring initiative and judgment in the selection and application of established principles, techniques and methods.
- perform a range of planning functions which may require exercising knowledge of statutory and legal requirements.
- assist senior employees with the planning and co-ordination of a community program of a complex nature.

Requirements of the position

Some or all the following are needed to perform the work of a level 4.1.

Skills, knowledge, experience

- knowledge of statutory requirements relevant to the work.
- knowledge of organisational programs, policies and activities.
- sound discipline knowledge gained through experience, training or education.
- knowledge of the role of the organisation and its structure and service.
specialists require an understanding of the underlying principles in the discipline.

Organisational relationships

- works under general direction from the Corporate Affairs Manager.

Extent of authority

- required to set outcomes within defined constraints.
- provides specialist technical advice.
- freedom to act governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within the clear objectives and/or budget constraints where there are no defined established practices.
- solutions to problems generally found in precedents, guidelines or instructions.
- assistance usually available.

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 e-mails, 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.