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| **Position Title** | **Content Developer** |

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| **Position summary** |
| The Stephanie Alexander Kitchen Garden Foundation (SAKGF) Support & Delivery team’s overall function is to support educators delivering pleasurable food education (PFE) through a kitchen garden program model. The team is responsible for professional development, educational resources, ongoing guidance and community building that engages and develops the kitchen garden community of educators.The team members also lend subject matter expertise to SAKGF content development and bring on-the-ground knowledge and experience to the wider SAKGF team.The Content Developer leads the resource development and curation function of the Support & Delivery team and is responsible for helping to create educational resources that assist educators working in schools and centres. In collaboration with our team of content experts the Developer may research, write, edit, update, curate and coordinate resources and their development. The role includes maintaining multi-channel content that includes our members’ online resource library and video content.  |

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| **Key activities and goals to achieve** |
| **Key activities** | **Goals to achieve** |
| 1.0Content development  | * Multi-channel content is developed that is engaging and reflects SAKGF’s philosophy and tone of voice.
* Content development is project managed with key stakeholders and is within time, budget and quality expectations.
* Internal stakeholders are engaged to ensure content requirements are being met and are in line with strategic goals.
* Content access and usage is tracked continuously to ensure currency and relevancy.
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| 2.0 Content management | * Content is stored in a logical, secure and easily accessible manner.
* Version control practices are in place to ensure currency and accuracy of content.
* A content management system is kept up to date and video content is maintained as a key tool of SAKGF operations.
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| 3.0Online resource management | * Online resource library content including written, audio and video formats is developed and refined in collaboration with appropriate internal and external stakeholders and reflects current SAKGF philosophy.
* Online resource library content is published and monitored for use, with gaps in the library identified and rectified.
* Online support content is published and monitored for use, with gaps in support identified and rectified.
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| 4.0Participation and reporting | * Passion and commitment to SAKGF’s vision 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 SAKGF’s information is continuous. |

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.