

## EON Foundation – Project Manager Role Description

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| <p><b>Job Title:</b> EON Project Manager – Murchison</p> <p><b>Reports To:</b> EON Operations Manager</p> <p><b>Location:</b> Murchison Region, WA</p> <p><b>Full time position (38 hours per week)</b></p> <p><b>Contract Term:</b><br/><b>5 years</b></p> <p><b>Remuneration:</b><br/>\$75 000 pa plus 9.5% superannuation</p> <p><b>Benefits:</b><br/>Salary packaging available due to Public Benevolent Institution status.<br/>6 weeks annual leave<br/>Fully maintained vehicle provided for work purposes</p> <p><b>TO APPLY FOR THIS ROLE PLEASE SEND YOUR CV WITH A COVERING LETTER TO:</b><br/><b>Marie-Louise Carroll</b><br/><b>Executive Manager</b><br/><b>marie-louise.carroll@eon.org.au</b></p> | <p><b>Purpose:</b></p> <p>The role of the Project Manager is to coordinate and supervise the delivery and maintenance of the EON Thriving Communities Program in three communities in the Murchison in accordance with budget, operational plans and directions from the EON Operations Manager.</p> <p><b>Key Relationships</b></p> <ul style="list-style-type: none"> <li>• EON Operations Manager</li> <li>• EON Executive Manager</li> <li>• EON Finance Controller</li> <li>• EON Project Managers, Officers and Headquarter staff</li> <li>• EON Directors</li> <li>• Consultants in Horticulture Nutrition, Education and Training</li> <li>• School Principals</li> <li>• Community Stakeholders</li> <li>• Government and Non-Government Networks</li> <li>• Product and Service Providers</li> </ul> <p><b>Direct Reports (Positions)</b><br/>EON Project participants within communities (as required)</p> |
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### Background

EON Foundation was created in 2005 to provide practical support to improve the health and well-being of Aboriginal people in remote communities in Western Australia. A not-for-profit organisation, EON delivers the EON Thriving Communities Program, focused on improving nutrition through gardening and nutrition education as a basis for chronic disease prevention in remote communities in WA and the NT.

An opportunity has arisen for a full time Project Manager based in or around the Murchison region (ideally Meekatharra or Mount Magnet) to deliver EON's Thriving Communities Program to 3 locations: Meekatharra, Mount Magnet and a third community, details of which are to be confirmed.

The new Project Manager will initiate and progress EON's Thriving Communities Program including planning, planting and maintaining edible gardens and delivery of practical gardening, cooking and nutrition lessons, with a particular focus on the school children. The aim of the Program is to help these schools and communities build a sustainable source of fresh healthy food and equip them with the skills to maintain the gardens and good nutrition.

### Core Accountabilities

This position requires a motivated, practical person who enjoys working with Indigenous children and adults, is a good communicator and can work independently and is highly adaptable to change.

The specific duties will include:

- Deliver fortnightly gardening, cooking and nutrition lessons to classes of school children in each location
- Provide horticulture, cooking and nutrition workshops to adult community members
- Ensure each location has a fully functioning edible garden
- Identify and mentor local community participants and work with local community members to provide them with the skills to maintain the Program themselves
- Report weekly to EON management on progress against plans, schedules and goals
- Comply with EON policies and procedures
- Complete all reporting requirements accurately and on time
- Collaborate with stakeholders and other service providers.

It is essential that the candidate has experience and qualifications in horticulture and training, is computer literate, has a current Working with Children Check and satisfactory National Police Record check. It is important to have experience with and an enjoyment of working with children, and an interest in health and nutrition. Ideally the candidate will have experience working in remote Indigenous communities.

It is not a requirement that the applicant be from a not-for-profit environment, however it is important that they be prepared to embrace the objectives and culture of the organisation.