



Canberra City Farm Role

Seed Saving Coordinator

Position title:	Seed Saving Coordinator
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<ul style="list-style-type: none"> The CCF Seed Saving Coordinator manages the CCF Seed Saving Group. The purpose of the CCF Seed Saving Coordinator is to: <ul style="list-style-type: none"> Engage and educate more Canberrans in seed-saving. Build a seed-bank for CCF and provide cost-price seed for CCF growers. Package and sell seed to raise money for CCF. Develop more links and networks between CCF and other organisations.
Key responsibilities	<ul style="list-style-type: none"> Coordinate the delivery of the Seed Saving Group Initiative. Ensure promotions for events are undertaken, in collaboration with the Marketing and Communications Coordinator. Mentor and support the next person to take on the position.
Existing arrangements	<p>Seed Saving Group Members List</p> <ul style="list-style-type: none"> CCF has a list of people who are currently part of the Seed Saving Group. <p>Seed Saving Group Calendar</p> <ul style="list-style-type: none"> CCF has a proposed calendar of activities.
Minimum period	<ul style="list-style-type: none"> 1 year + time to coach next person to take on the role.
Skills, experience and attributes	<ul style="list-style-type: none"> Interested in learning, mentoring and helping people grow. Project management and administration skills to deliver results. Interpersonal skills to build collaborative relationships with all stakeholders.
Training that will be provided by the CCF:	<ul style="list-style-type: none"> Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee.
Benefits for the volunteer:	<ul style="list-style-type: none"> Increased skills and self-confidence. Contributing to grow the CCF community. Practice field for developing and practicing coaching and influencing skills.
Benefits to CCF:	<ul style="list-style-type: none"> Happy members with a growing number. Improved reputation, credibility, brand and impact of CCF.
Other requirements of the role:	<ul style="list-style-type: none"> Induction training. Police check (if required). Medical check (if required).
Name of volunteer	
Start date:	



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End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	