



SAHMRI, PO Box 11060, Adelaide, SA 5001  
08 8128 4464  
[www.maggibeerfoundation.org.au](http://www.maggibeerfoundation.org.au)  
[info@maggibeerfoundation.org.au](mailto:info@maggibeerfoundation.org.au)

## Training Coordinator – Maggie Beer Foundation

**Adelaide, Full time**

**12 month rolling contract, starting June/ July 2023**

### **Who are we?**

The Maggie Beer Foundation is an influential charity dedicated to enriching the dining experience for current and future generations of Australians in aged care. *In Maggie's words, "Food is nutrition not just for the body, but also for the soul... It's what fires our appetite for life, no matter what age."*

### **About the role**

We work with government, aged care homes and health professionals to improve the food and dining experience in aged care.

The *Australian Government Department of Health and Aged Care* is funding the Foundation to deliver education and training to chefs and cooks in aged care homes and the community.

**The Foundation is looking for a Training Coordinator to be an integral member of the team, working with the Project Lead and a network of Chef Trainers to deliver our training events.**

### **Reporting to the Project Lead, the Training Coordinator will:**

- **Schedule training events across Australia, including booking venues**
- **Order and monitor delivery of workshop resources, including ingredients and catering supplies**
- **Support chef trainers to deliver training events, including booking travel, accommodation and participant data**
- **Communicate with training participants before and after training event**
- **Filing expense forms and logging receipts for processing**
- **Identify new opportunities through networking, generating new leads and cold calling**
- **Analyse data and provide clear progress reports to internal stakeholders.**

### **Qualities, skills and experience essential for this role are:**

- 2+ years administration, scheduling, project coordinator or other relevant experience
- Experience with problem solving complex schedules
- Results orientated team player
- Strong Excel and CRM program skills
- Excellent communication skills
- Great problem solver and solution orientated person
- Excellent organisation and time management skills
- Able to manage competing priorities and calm under pressure
- Event experience highly regarded.

### **How to apply**

**Please send your CV and a cover letter outlining your experience and skills according to the selection criteria to [info@maggibeerfoundation.org.au](mailto:info@maggibeerfoundation.org.au).**

**Applications close midnight (CST) Sunday 14 May 2023.**