



## Project Lead – Older people eating at home

<b>Status:</b> Part-time (0.5-.6FTE) until April 2026	<b>Location:</b> Flexible, WFH negotiable
<b>Reports to:</b> Chief Executive Officer	<b>Direct reports:</b> Nil

## Position Description

### Background and Context

The Maggie Beer Foundation was established in 2014 by its founder, Maggie Beer AO, to improve food quality, nutrition and the overall food experience for all older people whether living at home or in a residential aged care home.

The Foundation is committed to working with stakeholders, including older people, carers, aged care providers, health professionals, foodies and food experts, local groups, governments, and food services, to improve access to good food for older people, especially for those needing aged care.

### Position purpose

The Maggie Beer Foundation has secured philanthropic funding over two years to undertake a ground-breaking project, which will bring our food-first and social lens to tackle issues relating to the unacceptably high risk of malnutrition among older Australians living in their own homes.

This project is a first step toward addressing the long-overdue food needs of older people in the community, including understanding the perspectives of older people, and then identifying community and home-based initiatives that show promise or have evidence of improving the nutritional status and well-being of older Australians. The project will answer the question “What would make a difference and what needs to happen next?” We will focus on programs, services or products that might be trialled or scaled, information that older people (and the people who support them) need, service models that work for poorer and/or more isolated older people and knowledge gaps that need addressing.

We are not food service providers, and we do not have skin in a particular model or outcome. However, our expertise and our everyday connections to the many participants in the “food as we age” ecosystem will enable us to work with stakeholders first to start a process of understanding the perspectives of older people about food, and then to appraise options and approaches that support eating well.

Reporting to the Chief Executive Officer (CEO), the Project Lead is responsible for driving and managing The Older People Living at Home Project. The role is part-time for the life of the project which will end in April 2026.

## Key Responsibilities

- Framing, developing and driving the Project to meet agreed outcomes, in consultation with project's Think Tank, the Foundation and key stakeholders
- Working with older people and families to frame, deliver and analyse social research to understand the decision points, risks, needs, preferences and options for people living at home
- Informing project directions by understanding best practice and up-to-date evidence, research and expertise about food as we age and options for supporting older people to eat well to inform project directions
- Designing and delivering appropriate stakeholder engagement opportunities including surveys, focus groups, workshops and roundtables
- Building relationships with key stakeholders and experts to maximise engagement, input and shared ownership of the project process and outcomes
- Monitoring, evaluating and reporting to the Foundation, and the project funder, on the progress of the Project and making recommendations during the course of the project to ensure that its objectives are achieved
- Overseeing and assuming ultimate accountability for all business and project budget functions for the delivery of the Project over the life of the project
- Working closely with the Foundation team to support effective communication about the project to internal and external stakeholders
- Ensuring that all project resources are effectively and accountably managed and that the directions of the project are consistent with the purpose and values of the Grant and the Foundation
- Contributing to the overall performance and outcomes of the Foundation.

## Selection and Person Specification

### Educational/Vocational Qualifications

#### Essential

- Nil

#### Desirable

- Post graduate professional, clinical or research qualification highly desirable

### Knowledge, Skills, and Experience Requirements

### Essential

- Strong background in project management, research, analysis and communications
- Excellent relationship building and networking capability across stakeholder groups
- Demonstrated ability to deliver stakeholder engagement activities
- Setting, communicating and maintaining timelines and priorities on the project
- High level skills in virtual and communications technology
- Highly developed research, oral and written communication skills
- Demonstrated analytical capacity and ability to understand and synthesise research.

### Desirable

- An understanding of social research, focus group facilitation, survey development and data analysis
- Experience in working with older people
- An understanding of food, nutrition, health and/or aged care

## Personal Abilities/Attitudes

### Teamwork

- Initiative and capacity to self-start
- Willingness to seek advice and input from internal and external colleagues
- Contribute to and work collaboratively within a small team

### Communication

- Develop rapport and establish effective working relationships with a broad range of internal and external stakeholders

### Reliability

- Attention to detail while retaining the big picture
- Manage competing timeframes and priorities

### Problem Solving

- Approach problems proactively and provide solutions
- Strategic thinking and decision-making ability

**READ, UNDERSTOOD AND ACKNOWLEDGED BY THE INCUMBENT**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: ...../...../.....