



SAHMRI, PO Box 11060, Adelaide, SA 5001
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Training Coordinator – Maggie Beer Foundation

Adelaide, full-time
12-month rolling contract

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 the 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 Senior Training Coordinator, the Training Coordinator will:

- Schedule training events across Australia, including booking venues.
- Maintain and update Foundation data management system (Airtable), including participant data, itinerary details, and task management.
- Organise and schedule meetings with external stakeholders to discuss and monitor their progress in Foundation training programs.
- Book staff travel and accommodation and distribute itineraries.
- Order and monitor delivery of workshop resources, including ingredients and catering supplies.
- Support chef trainers to deliver training events, including providing basic technical support to chef trainers and participants where required.
- Communicate with training participants before and after training events.
- Respond to phone and email enquiries from training participants and the public and monitor shared inbox.
- Process invoices for payment.
- Upload and maintain content on the Foundation's learning platforms.
- Analyse data and provide clear progress reports to internal stakeholders.

Qualities, skills, and experience essential for this role (selection criteria) are:

- 2+ years administration, scheduling, project coordinator or other relevant experience.
- Experience with problem solving complex schedules.
- Results orientated team player.
- Strong Microsoft 365 skills, particularly in Teams, SharePoint, Excel, and Word.
- Experience with CRM systems or other relational databases.
- Excellent communication skills.
- Excellent customer service skills.
- Excellent problem-solving skills and a solution-focused approach.
- Excellent organisation and time management skills.
- Able to manage competing priorities and calm under pressure.

Other skills and experience desirable for this role are:

- Coordinating events, including scheduling, liaising with external stakeholders, and booking staff travel.
- Experience using Airtable or similar applications.
- Creating and sending promotional materials using Mailchimp and Canva.

How to apply

Please send your CV and a cover letter outlining your experience and skills according to the selection criteria to training@maggiebeerfoundation.org.au by 5.00pm, 18 May 2025.