

Garden to Table Trust

POSITION DESCRIPTION

Job Title: Education Content Lead
Reports to: Operations Manager

About Garden to Table

We empower tamariki to grow, harvest, prepare and share great food!

Since 2009, the Garden to Table Trust has been supporting schools to teach children how to Grow, Harvest, Prepare and Share kai, building life-long skills that also have a positive impact on their whānau and community. The Trust recognised a wide concern that the basic 'life' skills of growing and cooking fresh kai are being lost, that many children are disconnected from their food supply, know little or nothing about where food comes from, or how to cook it. Our dream is that all children in Aotearoa New Zealand can grow and cook kai as part of daily life.

The Garden to Table programme is currently run in around 300 schools nationwide. It is a curriculum-linked food education programme aimed at empowering children at an early age to develop good eating habits, learn where their food comes from, and instill a lifelong love of good food. Learning by doing, children learn the skills they need to grow and prepare food and take these skills home.

We provide schools with support, training, expertise, and resources to enable them to run the programme and maximise the benefit to children. There are so many benefits for children involved in the Garden to Table programme, across education, hauora (physical, mental, emotional, and spiritual health), food security and environmental sustainability.

As we grow, we are committed to engaging with schools to ensure the Garden to Table programme can be delivered in line with their learning priorities, in ways that reflect and enhance their school culture. We want all tamariki to feel like they belong and be able to see their cultures reflected in the programme.

Equitable workplace

Garden to Table Trust is proud to be an equitable workplace, where we welcome and accept diversity and difference. We will endeavor to support your individual needs and provide a safe and inclusive environment, to achieve equitable outcomes for our employees, schools, and students.

Te Tiriti o Waitangi

We recognise Māori as tangata whenua of Aotearoa. We have begun our work to learn more about te ao Māori and how matauranga Māori can enrich the Garden to Table offering for all New Zealand children. To do this, we want to work with Māori in the spirit of partnership embodied in Te Tiriti o Waitangi.

Primary Purpose

The Education Content Lead provides specialist educational leadership and expertise and plays a pivotal role in transforming Garden to Table's Delivery Model into a structured, flexible, scalable and equity-focused approach. The role leads the design and development of the content, onboarding pathways, implementation resources and capability-building systems that enable schools and early learning services to understand, establish, embed and sustain Garden to Table effectively.

The Education Content Lead will drive the strategic development and delivery of high-quality, relevant, accessible and user-friendly educational content, learning resources, professional learning and role-based support that enables schools to successfully implement the programme. This role will also strengthen internal capability by equipping team members with the knowledge, tools and confidence to support schools through their Garden to Table journey.

This is a key role in advancing the Trust's strategic objectives by greater embedding of GTT in curriculum learning in more schools. The *Education Content Lead* will help to position the Trust as a credible and relevant leader in education; an influencer, knowledge centre, and valued partner in the sector, offering thought leadership unique to Garden to Table's approach to enriching the school curriculum.

Note - 'schools' is a term for Garden to Table (GTT) members including Early Learning Centres and schools.

Key responsibilities

Educational Strategy and Planning

- As a subject matter expert, contribute to and lead the educational content components of a multi-year Education Plan, with the *Learning and Digital Projects Lead* and *Education Projects and Team Lead* jointly, and the Education Team.
- Lead project management of strategic or education content projects and co-develop strategic initiatives with colleagues in other teams.
- Contribute to the development of initiatives in shared planning and delivery. May be responsible for project budgets, milestones, timeframes, and outcomes
- Ensure consistent professionalism, timeliness and high-quality communication and delivery of outcomes across the organisation and with external stakeholders.

Content & Resource Development

- Working within the Education Plan, design, develop and continuously improve education content, implementation resources, onboarding packages and support tools that support schools to understand, implement, embed and sustain impactful Garden to Table programmes.
- Design, curate, and maintain high-quality, role-specific, context-responsive educational and implementation content, including videos, webinars, toolkits, resource kits and onboarding resources that build confidence and capability across school teams.
- Develop clear implementation guides and practical "how to" resources that help schools and early learning services understand what Garden to Table involves, how the programme works within their setting, and what each role needs to know and do to successfully deliver the programme.

- Monitoring changes in the curriculum and education sector, ensure education materials produced are relevant, aligned with school learning outcomes. This includes developing user-friendly, simplified and 'ready to go' lesson plans that are easily accessible across the range of schools (including ECE's rural, and High Equity Index), and the range of learning ages/levels/diverse learning needs and applicable for a range user's needs (roles within school teams).
- Work with *Learning and Digital Projects Lead* role to develop curated collections of resources on our Members Website and digital platforms, that are relevant and user-friendly, including:
 - For principals and school leaders to understand education outcomes/impacts of programme and to continue to see our value in core education, so they continue to invest in and deliver the programme.
 - Resources that are co-designed with schools, tailored to communities of interest, with digital experiences to suit needs and contexts.
 - Lesson plans, seasonal and term plans for schools and sequenced activities.
 - For wide range of school roles, (e.g. Principals, Programme Champions, Specialists, Volunteers, teachers, Kaiako, Centre Managers); a diverse range of settings and contexts e.g. Early Learning, rural, cultural needs, as well as catering for a range of student learning ages and diverse learning needs.
 - Develop culturally responsive Toolkits that provide step by step guidance with resources, learning, videos, context specific success stories.
 - Dedicated spaces for school leaders, teachers, Programme Champions, Specialists, children, and whānau.
- Maintain and continuously improve and identify gaps in existing educational resources and, utilising insights from school feedback, develop these to meet the diverse range of school needs (addressing equity and access gaps and tailored for range of users).
- Collaborate with schools, representatives of education and allies across sector (including MoE) and edit/adapt resources and tools based on feedback, while maintaining project timelines and budgets.
- Undertake regular engagement and user-testing of resources and learning content with schools, teachers, principals and advisors as part of development of new or updated resources. Work with continuous feedback loops that inform decision making and drive ongoing improvement.

School support

- Lead and support the development and facilitation of quality and nationally consistent school communities of interest and peer networks i.e. peer to peer, teachers, leaders.
- Together with Education Team lead development and facilitation of quality and nationally consistent school PD (both online and in-person).
- Lead development of annual school PD calendar, with input from Education Team.
- Together with the Communications and Engagement Manager and Education Team, coordinate email campaigns, digital newsletters, and peer networking opportunities to enhance school engagement and retention.

Leadership and Education Team training

- Model and champion effective cross-team collaboration across the wider Trust's team and external partners to ensure seamless delivery of school-facing resources and professional development.

- Coach the Education Team for efficient use of resources and best value to members, stakeholders and funders, maintaining excellence in communication, record-keeping, and use of fit-for-purpose systems and processes.
- Together with the Education Team, co-led by *Education Projects and Team Lead* and *Learning and Digital Projects Lead*, develop an annual internal team training and Professional Development calendar aligned with Education Plan and team outputs.
- Design and lead professional learning sessions and tools for internal Education team to upskill the team on education material and supporting schools to achieve educational goals.
- Build the capability of the internal Education team through regular training and resources to ensure they can confidently support schools and train schools to delivery their school programmes.

Education Sector Engagement

- Build and maintain strong strategic relationships with education allies (at national level), school leaders, education agencies, MOE and other sector stakeholders, aligned with the Trust strategic goals.
- Stay up to date (and support the internal Trust team to stay up to date) with sector trends, policies and frameworks to ensure the Trust's work remains relevant and aligned with the Education sector goals.
- Represent the Trust (and deliver presentations) at key education forums, networks, and events, aligned to strategic goals, to share insights and promote collaboration.

Most frequent interactions

Internal

- CEO
- Operations Manager
- Learning and Digital Projects Lead
- Education Projects and Team Lead
- Education Team
- Business Support Coordinator and Communications and Fundraising Team

External

- Education sector allies
- Schools and Early Childhood Centres
- Community Allies
- Garden to Table Partners and Sponsors

Qualifications/Experience and skills

Essential

- Minimum 3-5 years' experience in the education sector, with strong knowledge of curriculum design, teaching, and school structures (ECE, primary, intermediate), including leadership or strategic influence responsibilities.
- Relevant qualification in education, curriculum development, or related discipline.

- Sound understanding of the New Zealand education system and curriculum frameworks, with proven experience in aligning pedagogy and educational resources to national learning priorities and outcomes.
- Demonstrated experience in educational leadership, influencing practice and capability-building across teams, schools, or organisations.
- Demonstrates genuine passion for, and knowledge of, Garden to Table's kaupapa.
- Demonstrated experience designing implementation frameworks, onboarding journeys, capability-building resources or change support approaches that enable organisations or communities to successfully adopt new programmes or practices.
- Proven ability to plan, manage, and deliver education content ensuring delivery within scope, budget, and timeframes and aligned to strategy and internal plans.
- Demonstrated experience in working with co-design approach to develop and deliver education content and learning initiatives, incorporating feedback, user-testing and evidence of impact.
- Proven ability to design, curate and deliver curriculum-aligned resources, implementation guides, toolkits and professional learning that are practical, user-friendly and adaptable for diverse contexts.
- Demonstrated success in leading, developing and facilitating professional learning and development (PD) for educators and/or internal teams, both online and in-person, with measurable impact.
- Proven ability to produce clear, engaging reports and success stories that communicate outcomes and impact to diverse audiences (e.g., schools, funders, boards, sector stakeholders).
- High-level relationship management skills, with proven ability to build and sustain effective relationships with internal team as well as principals, education agencies, and sector stakeholders.
- Experience representing an organisation at events, conferences, and sector opportunities, with proven ability to champion the organisation and develop relationships with key allies and influencers.
- Excellent communication and presentation skills, with the ability to produce clear guides, reports, and presentations.
- Proven commitment to equity, diversity, and culturally responsive practice in education.
- Digital literacy and experience with resource platforms, learning management systems, or online membership portals.
- Ability to work collaboratively across teams and lead co-design processes with multiple stakeholders.
- Strong organisational skills with the ability to set accurate priorities, manage multiple projects, and remain calm under pressure.
- Current driver's licence and reliable transport.

Preferred

- Established networks and relationships within the education sector (e.g., Ministry of Education, school leadership networks, education NGOs).
- Experience working with equity-focused education approaches and addressing barriers to participation.
- Familiarity with resource development across digital and print formats, including video, online guides, and interactive tools.

Personal Attributes

You will:

- Provide educational leadership and subject matter expertise in education and learning, helping shape and champion Garden to Table's educational direction across schools and the sector.
- Be passionate about education, equity, and Garden to Table's mission, inspiring others to engage and succeed.
- Inspire, motivate and influence school leaders, teaching teams, and sector partners, fostering a culture of collaboration, innovation, and continuous improvement.
- Thrive on translating complex programmes and educational approaches into clear, practical guidance, resources and experiences that help people understand, implement and succeed.
- Champion educational excellence and alignment with strategic priorities, ensuring that content, pedagogy, and practice strengthen GTT's credibility as a sector leader.
- Be highly organised, able to manage multiple projects, deadlines, and content development cycles with flexibility and aligned to team plan.
- Communicate professionally, reliably, and in a timely manner with internal teams and external stakeholders.
- Work collaboratively within a national team while confidently taking ownership of your initiatives.
- Use feedback, user testing, and evaluation insights to refine and improve educational content, ensuring it meets the needs of schools and learners.
- Build trusting, positive relationships with school leaders, teaching teams, and sector partners.
- Simplify complex concepts, provide clear guidance, and produce engaging reports, success stories, and other stakeholder-facing materials.
- Contribute actively to planning, executing, and delivering work aligned with strategic priorities and projects that achieve measurable outcomes.
- Embrace digital tools for online facilitation, training, resource development, and reporting.
- Demonstrate adaptability, remaining calm under pressure and proactive in problem-solving.
- Show professionalism, integrity, and a commitment to continuous learning and improvement.
- Display cultural responsiveness, tailoring content and support to diverse school communities.
- Keep up to date with trends in education, digital learning, and curriculum development to ensure content remains relevant and innovative.
- Represent Garden to Table confidently and credibly in sector forums, presentations, and partnerships, modelling the Trust's values and voice.