Foodbank Victoria is looking for an engaging, passionate, and organised people person to coordinate and support our team of 3,000 volunteers who provide vital food relief to Victorians in need.

## About Us:

Whether it’s everyday emergencies or in times of crisis, Foodbank Victoria is an independent not-for-profit organisation with 90 years’ experience providing food relief to individuals and families experiencing hardship. We are the largest provider of food relief in Victoria, working with a network of over 900 corporate and community partners to source and distribute the equivalent of 18 million meals annually, with the aim of helping to improve the lives of Victorians needing our support. Our work relies on the support of over 3,000 volunteers annually.

Our vision is “healthy food for all Victorians” and we support our people to confidently embody our values of empowerment, integrity, respect and accountability.

## Staff Benefits:

In addition to working for a high impact not-for-profit organisation and a team passionate about making a positive difference to vulnerable Victorians, we offer the following benefits:

* A positive, inclusive collaborative and supportive team
* Access to salary packaging benefits (which increases your take home pay each fortnight)
* A safe work environment with employee well-being a top priority
* Free and confidential access to our Employee Assistance Program
* A genuine commitment to staff learning and career progression
* Invitations to regular social events and team BBQs
* Access to gym facilities
* Free onsite car parking
* Work-life balance

## About the Role:

This part-time (3 days) paid position is responsible for coordinating, engaging, and supporting our valuable volunteer team. You will play an integral part in communicating with our network of volunteers, organising volunteer activities, volunteer recruitment and induction and engaging corporate volunteers and their organisation in the vital work we do and why their support is so important. You will be the link between our volunteers and food relief for Victorians in need.

## About You (Key Selection Criteria):

* Passionate about Foodbank Victoria’s vision of healthy food for all and have a genuine interest in the issue of food insecurity.
* Share our values of empowerment, accountability, integrity and respect.
* Have an understanding and appreciation for the time, commitment and hard work of volunteers. Previous experience in volunteer management is highly regarded.
* Demonstrated exceptional customer service skills. Previous experience in relationship management is highly regarded.
* Experienced and confident public speaker, comfortable presenting information to large groups of people.
* Enjoy meeting new people and working with diverse and energetic volunteer groups.
* Ability and confidence to provide instruction and give direction to groups. Previous experience coordinating large groups is highly regarded.
* Strong organisation skills with demonstrated administrative experience, including proficiency with MS Office.
* Experience using volunteer management program *Better Impact*, CRM *Salesforce*, *Seek Volunteer* and *Survey Monkey* is highly regarded.

## Selection of Candidates:

Candidates will be evaluated on merit and measured against the requirements contained within the Position Description. Assessment will take into account all information that is determined to be appropriate, for example, written application, qualifications, interview experience and referee reports.

## To apply:

If you share in our vision of healthy food for all and feel you would be a great fit for this opportunity, please submit your CV cover letter addressing the Key Selection Criteria to

employment@foodbankvictoria.org.au

You can learn more about our work by visiting [foodbank.org.au](https://www.foodbank.org.au). A copy of the position description can be found on the “Careers” page of our website. Please note we conduct referee checks prior to an offer of employment.

Please contact Rachel Perkins on 0456 801 966 for additional information or to discuss further.

Thank you for your interest in joining the Foodbank Victoria team.