

Position Vacancy

Community Programs Assistant – Ballarat



May 2023

There's a heart shaped job in our new joint with your name on it.

Foodbank is looking for people with that something extra for something extra-ordinary in Ballarat. Our new purpose-built Community Food Centre is like a big warm hug, ready to wrap its arms around the region, delivering food and so much more. If you've got a heart for food relief the size of our warehouse (metaphorically speaking), and the skills we're looking for then it's a 'yes' from us. We want to hear from you.

You'll help us design and implement our bold, innovative food programs and community engagement initiatives and play a major role in achieving our ambitious strategic growth targets for local communities in need.

Yes, you'll be based in Ballarat with all its art, food, heritage buildings and historic ghost tours but there'll also be regular travel to and from our Yarraville HQ in Melbourne and into the Western region of Victoria.

Why Foodbank:

We've been putting meals on the table for vulnerable Victorians since 1930. Meeting them where they are, on their terms, with solutions they need. Not only do we provide food to over 450 charities so they can feed their communities, but our direct distribution of free food is growing at a fast rate. From our 18-metre supermarket on a bus and Farms to Families fresh food regional markets, to our School Breakfast Club Program which now services over 1,000 Victorian schools, our coverage is expanding.

Why we're right for you

Our mission is critical, our vision is bold, and our marketing plans are ambitious. You know that cliché 'no two days are the same'? Ours is more like 'no two hours are the same.'

What you'll do:

- Deliver Foodbank Victoria's Ballarat based food programs which includes a retail style shop, mobile markets and other pop-up events.
- Assist with the planning and implementation of ad hoc pop-up style community food program events.
- Open and close event premises and facilities
- Ensure food is ordered in time to be delivered, and stock replenishment.
- Coordinate staff and volunteers by liaising with internal departments and external organisations.
- Perform general administrative tasks.
- Provide assistance to the Community Food Centre Manager and other departments as required.

Position Vacancy

Community Programs Assistant – Ballarat



May 2023

Why you're right for us:

- You want to be a part of a brand that's been around for over 90 years, and genuinely share our passion for our vision of healthy food for all.
- Able to live and breathe our values of empowerment, accountability, integrity, respect, diversity and equality.
- A positive attitude, great initiative and the ability to hit the ground running!
- Confident liaising with people at all levels in an engaging, friendly and approachable manner.
- Minimum 3 years experience in retail or similar community based role.
- Previous store management experience highly regarded.
- Proven track record in delivering effective public facing programs or in retail work.
- Highly organised with excellent project management and coordination skills.
- Ability to build positive and effective working relationships.
- Well-developed written & verbal communication skills.
- Good numerical and analytical skills
- Ability to work independently and within a team environment.
- Experienced in the use of Microsoft Office programs, including Word, Excel and PowerPoint.

We can offer you:

- Access to salary packaging benefits to increase your take home pay
- Staff satisfaction rates above 80%
- An organisation focused on employee wellbeing
- Supportive team environment that embraces change and innovation

Keen to apply?

- Please review the Position Description on our website in the 'Careers' section at www.foodbankvictoria.org.au and get to know us before you apply.
- Email your application to fpp.employment@foodbankvictoria.org.au
- Applications to include an up-to-date resume and cover letter.
- We encourage local community to apply.