

Advertisement – Food Sourcing Coordinator



September 2025

Are you passionate about addressing food insecurity, reducing food waste, and supporting communities across Victoria?

As our **Food Sourcing Coordinator**, you will play a vital role in building and nurturing relationships with food donors to ensure a reliable supply of healthy food for Foodbank Victoria and our Community Food Centres.

With regular travel across Victoria, this purposeful role focuses on growing our food categories—ambient, fresh, chilled, and frozen by engaging new and existing donors and sourcing nutritious food that supports vulnerable communities. The position offers flexibility to be based at one of our three sites: **Yarraville, Ballarat, or Morwell**.

Why Foodbank?

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 95 years. We deliver food to people who need it in three different ways: in partnership with our charity partners, through schools and via our regional Community Food Centres.

Across our network of over 470 charity partners and 1200 schools throughout Victoria, we have distributed over 25.1 million meals in the last 12 months and are currently feeding 69,000 Victorians a day.

While supporting our charity and school partners is at the core of what we do, as the state's dedicated emergency food relief organisation, we're also here to assist Victorians through natural disasters, pandemics and the 'invisible disaster' caused by the ongoing cost of living crisis.

Why we are right for you?

Our people come for a career and stay for the mission!

You will join an organisation full of passionate and creative people who champion and invest in the vision of helping to fight for a food secure future for all Australians.

We strive for a diverse and inclusive workforce, fostering a culturally safe and supportive environment where everyone can bring their whole self to work.

Our locations span across metro and regional Victoria including Yarraville, Brooklyn, Ballarat and Morwell but the warmth of our culture is unified across all sites.

Imagine a future with us:

- Source sufficient food and grocery items to meet agency and program needs, in line with the healthy food basket.
- Maintain and maximise existing donor partnerships.
- Source new donors with an emphasis on healthy food basket items.
- Complete site visits to farms, packing sheds, warehouses, distribution centers, markets, manufacturing sites, and retailers to increase engagement and provide sustainable sourcing opportunities.

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- Actively promote FBV and develop connections with key Food Industry Associations to broaden support and awareness of FBV's mission.
- Ensure effective liaison with various operational departments to optimize stock distribution.
- Ensure donor enquiries are responded to within 24 hours and records are accurately maintained in Salesforce reflecting Sourcing Coordinator activities.
- Assist Food Sourcing Manager and Food Sourcing Lead in the preparation of annual budget, operational plans, and strategies.
- Assist the Food Sourcing Lead in the preparation and monitoring of the Food Donor Strategic Plan at sub-category level.
- Ensure all stock is accepted in accordance with FBV guidelines and adhere to ethical purchasing procedures.
- Nurture a culture of mutual trust, support, and encouragement where everyone's contribution is recognised equally.

Why you're right for us:

- You want to be a part of a brand that's been around for 95 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.
- Ideally you have previous experience in an account management or administration and customer service role.
- Fresh food, markets, or FMCG industry experience and a technical understanding of Food Safety will also be highly regarded.
- Ability to travel to metro and regional areas.
- Your superpower is building and managing internal and external stakeholder relationships.
- You're a top-notch communicator, networker, negotiator, and influencer.
- Proven ability to work in a collaborative and high-performing team.
- Strong attention to detail and a 'can-do' attitude.

We can offer you:

- Access to salary packaging benefits to increase your take home pay.
- Team member satisfaction rates above 83%.
- An organisation focused on employee wellbeing.
- Supportive team environment that embraces change and innovation.
- Involvement in the charity work we do and volunteer opportunities.

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 employment@foodbankvictoria.org.au
- Applications to include an up-to-date resume and cover letter.