Advertisement – Government Contracts Coordinator

October 2026

Are you highly organised, detail-oriented, and passionate about making a meaningful impact?

As our Government Contracts Coordinator, you'll play a key role in helping Foodbank Victoria secure and manage government funding that supports our work across the state. You'll identify funding opportunities, support grant and funding applications, coordinate contractual reporting and acquittals, and help ensure funding obligations and project activities are delivered on time. Working closely with teams across the organisation, you'll also coordinate internal project delivery pipelines for government-funded initiatives, helping to keep projects on track and ensuring we meet our commitments to funding partners.

At Foodbank Victoria, we're growing to meet increasing demand for our services across the state. As we continue to expand our impact, we're investing in talented people who share our commitment to supporting Victorian communities.

Why Foodbank?

Whether it's everyday emergencies or in times of crisis, Foodbank Victoria has been providing vital food relief to vulnerable Victorians for 96 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 450 charity partners and 1400 schools throughout Victoria, we have distributed over 25.1 million meals in the last 12 months and are currently feeding 76,000 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 Altona, Brooklyn, Ballarat, Morwell and our CBD support office but the warmth of our culture is unified across all sites.

Imagine a future with us:

- Help secure and manage government funding by identifying opportunities, preparing funding submissions, and supporting the successful delivery of programs that make a difference for Victorian communities.

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- Lead the preparation of government contract reporting and acquittals, while providing insights and updates on funding obligations to help keep projects on track and ensure compliance with funding requirements.
- Coordinate and support the delivery of government-funded projects, ensuring key milestones, contractual commitments and deliverables are achieved on time and in line with funding requirements.
- Bring people together across the organisation to track progress, provide project updates, and help teams stay aligned and focused on delivering meaningful outcomes for Victorian communities.
- Represent Foodbank Victoria in government and industry forums, helping to strengthen partnerships, share our impact, and support positive outcomes for the communities we serve.
- Build and maintain strong relationships with government stakeholders while supporting events and engagement opportunities that showcase Foodbank Victoria's work and mission.

Why you're right for us:

- You want to be a part of a brand that's been around for over 96 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.
- You bring experience in project, contract, grant or stakeholder coordination, with strong organisational skills, attention to detail, and the ability to manage competing priorities and deadlines.
- You are a confident communicator and relationship builder, able to collaborate with a range of stakeholders, navigate complex environments, and develop strong working relationships across teams and external partners.
- You have strong analytical and problem solving skills, are comfortable working with data and reporting requirements, take initiative, and are motivated by identifying opportunities to improve processes and deliver meaningful outcomes.

We can offer you:

- Access to salary packaging benefits to increase your take home pay.
- Team member engagement above 75%.
- 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 employment@foodbankvictoria.org.au
- Applications to include an up-to-date Resume and Cover Letter.