

Advertisement – School Breakfast Clubs Program Coordinator



September 2026

Help Victorian students start the day ready to learn!

Every day the Victorian Government School Breakfast Clubs Program enables all students at Victorian Government schools to access a nutritious breakfast, allowing them to engage and participate fully in the educational and social opportunities that school offers. As our School Breakfast Clubs Program Coordinator, you'll play an important role in bringing this impact to life, building strong relationships with schools, providing program administration and operational support, and ensuring exceptional support for stakeholders across Victoria.

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. This is an opportunity to make a meaningful difference in the lives of students and school communities.

Combining relationship building, school engagement, program administration and continuous improvement, you'll work closely with schools to support the successful delivery of a program that reaches thousands of Victorian students every day.

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:

- Be part of a team that is responsible for the effective delivery of the School Breakfast Clubs Program to schools state-wide.

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- Support the continuous development of the School Breakfast Clubs Program, identifying opportunities to improve service delivery, support program growth, and create an even greater impact for Victorian school communities.
- Use your organisational and relationship building skills to connect schools, stakeholders and internal teams, ensuring seamless program administration, effective communication and exceptional support for participating schools.
- Build meaningful relationships with schools across Victoria, providing exceptional support, facilitating regular engagement through school visits and communications, and support the successful delivery of the School Breakfast Clubs Program.
- Help enhance the school experience by coordinating program communications, supporting school onboarding and induction activities, and ensuring schools have access to relevant, up to date resources that enable their ongoing success.
- Collaborate with teams across Foodbank Victoria to deliver timely communications, engaging events and high quality resources that support schools and strengthen participation in the School Breakfast Clubs Program.
- Foster strong relationships with stakeholders, champion school success stories, and contribute to creative initiatives that promote the program, drive engagement and support positive outcomes for Victorian school communities.
- Support evidence-based program delivery by coordinating reporting and Department of Education requests, managing survey activities and stakeholder participation, and contributing to data collection and analysis that informs program improvement and future development.

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.
- Relevant tertiary qualifications and/or equivalent professional experience, with experience in the not-for-profit, government programs or food supply sectors highly regarded.
- Strong communication, stakeholder engagement and relationship management skills, with the ability to work collaboratively across diverse teams.
- Organised and proactive, with strong problem solving, analytical and time management skills.
- Proficiency in Microsoft Office and CRM systems (preferably Salesforce), along with a valid Working with Children Check (WWCC).

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.
- Applications to include an up-to-date resume and cover letter.

