

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Educational Program Lead (Parental leave cover)		
DEPARTMENT	People & Culture		
LOCATION	Altona		
REPORTS TO	Chief People Officer		
DIRECT REPORTS	N/A		
KEY CONTACTS	Volunteering, Operations, Finance, Safety Team, Community Food Centres		
AWARD & CLASSIFICATION	Level 5		
DATE	August 2026	EXECUTIVE SIGNATURE	<i>Cherie Rayner</i>

ROLE PURPOSE

The Education Program Lead is responsible for the strategic development, delivery and evaluation of Foodbank Victoria's education programs, including the School Tour Program and School-Based Apprenticeships and Traineeships (SBATs). The role leads school engagement initiatives, student pathways and volunteer-supported learning experiences that increase awareness of food insecurity, build practical skills and create meaningful opportunities for participation and employment.

The position also provides organisation-wide leadership in child safety, driving the implementation and continuous improvement of child safe practices, policies, training and compliance to support a safe, inclusive and child-centred culture across Foodbank Victoria.

Working collaboratively across departments and with external stakeholders, the Education Program Lead drives the growth, quality and impact of education programs at Foodbank Victoria's Altona site, while providing oversight, support and guidance for education initiatives and child safety practices across regional locations.

MAJOR ACCOUNTABILITIES

#1: Strategy Development & Program Management

- Lead the development and implementation of the Education Program Strategy and annual operational plans.
- Identify opportunities to expand and enhance education, student engagement and skills-based
- Ensure all programs operate in accordance with organisational priorities, Child Safe Standards and relevant legislative, compliance and funding requirements.
- Identify and manage program resourcing, funding and budget

learning initiatives across metropolitan and regional sites. Oversee the planning, delivery, evaluation and continuous improvement of education programs to ensure objectives, outcomes and quality standards are achieved.	requirements to support sustainable program delivery and growth. Research and apply emerging trends and best practices in education, training and student engagement to strengthen program impact.
#2: Child Safety & Governance	
- Act as a Child Safety Officer and champion a child-safe, inclusive and child-centred culture across Foodbank Victoria. - Lead the development, implementation and continuous improvement of child safety frameworks, policies, procedures and resources. - Provide advice, guidance and support to leaders, staff and volunteers on child safety responsibilities, risk management and best practice. - Identify training needs and develop, coordinate and deliver child safety training and awareness initiatives across Foodbank Victoria. - Support the management, reporting and review of child safety concerns and incidents in accordance with organisational policies and procedures.	- Collaborate across the organisation to embed child-safe practices into programs, services and operations. - Monitor and evaluate child safety systems, practices and compliance activities, recommending improvements to strengthen safeguarding outcomes. - Coordinate organisation-wide initiatives to strengthen compliance with the Child Safe Standards and other relevant legislation and regulatory requirements. - Maintain awareness of emerging child safety legislation, standards and best practice to inform organisational approaches
#3: Education Program Delivery	
- Lead the design, delivery and continuous improvement of education programs, school tours and learning experiences. - Oversee the planning and coordination of school tours, student engagement activities and other education initiatives. - Facilitate school-based work experience, placements and pathway opportunities aligned with organisational priorities and capacity. - Develop and maintain educational resources, facilitator guides and participant materials that support high-quality program delivery and engagement.	- Ensure educational content is age-appropriate, engaging and promotes awareness of food insecurity, volunteering and employment pathways. - Manage program resources, equipment and logistics to support effective program delivery. - Foster a safe, inclusive and supportive learning environment for all participants. - Train, support and coordinate volunteers involved in education program delivery.

#4: Stakeholder Engagement & Partnerships	
• Develop and maintain strategic partnerships with schools, tertiary institutions, government agencies, community organisations and other stakeholders to support program objectives and student outcomes. • Identify and facilitate opportunities that connect students with volunteering, employment and further education pathways. • Represent Foodbank Victoria in external networks, forums, partnership meetings and industry engagement opportunities.	• Act as a key point of contact for education-related enquiries, ensuring timely and professional communication with stakeholders. • Build and maintain collaborative relationships that enhance Foodbank Victoria's reputation and strengthen community engagement with education programs. • Advocate for and promote Foodbank Victoria's education programs to increase awareness, participation and strategic partnership opportunities.
#5: Reporting, Evaluation & Administration	
• Maintain accurate program records, participant data and administrative documentation in accordance with organisational requirements. • Perform routine administrative tasks, such as maintaining records, preparing reports, and managing schedules. • Monitor, evaluate and report on the delivery, outcomes and impact of education programs against agreed objectives, targets and performance measures.	• Analyse data, feedback and stakeholder insights to inform continuous improvement, decision-making and future program development. • Prepare reports, recommendations, briefing materials and presentations as requested. • Ensure compliance with organisational policies, Child Safe Standards, relevant legislation and educational program requirements.
#6: Workplace Health and Safety (WHS)	
• Comply with all company policies, procedures, and code of conduct. • Assist achieving our company vision through meeting our legal, moral, and ethical obligations. • Ensure WHS policies and processes are adopted across the organisation. • Encourage continuous improvement in WHS practices by recommending changes and implementing agreed improvements.	• Maintain a safe work environment for yourself, team members, volunteers, visitors, contractors, and other external stakeholders at all times. • Lead by example and display an active commitment to company policy and WHS compliance. Identify and report all incidents and safety hazards so that the appropriate review and corrective action can be taken.
#7: Self-Management	
• Positive participation in regular team meetings. • Inform team members and other departments of relevant information as appropriate. • Willingness to undertake training and development opportunities as appropriate.	• Effective time management and organisational skills demonstrated through ability to meet deadlines. • Willingness to undertake other duties as required. • Demonstrate the Foodbank Victoria values of Empowerment, Accountability, Respect, Integrity, Diversity and Equality in all work activities.

TECHNICAL KNOWLEDGE	PERSONAL ATTRIBUTES
• Experience in education, facilitation and/or program development, preferably in a support or coordination role. • Relevant tertiary qualification and/or significant work experience. • Knowledge of child-safe practices and experience contributing to compliance, risk management and/or continuous improvement initiatives is desirable. • Demonstrated experience in end-to-end program management. • Demonstrated experience in developing and delivering community programs. • Experience in program evaluation and monitoring. • Proven ability to develop and deliver initiatives within budget and against targets. • Regional travel may be required.	• Ability to work collaboratively with schools (teachers), support team, parents and external partners. • Ability to work independently and in a team environment. • Numerical and analytical skills. • Well-developed organisational and time management skills. • Ability to facilitate a project from end to end. • A strong commitment and enthusiasm towards FBV's purpose and values • Excellent communication and stakeholder management skills, with the ability to build strong relationships at all levels. • Excellent written and verbal communication skills • Excellent attention to detail

VALUES	FOUNDATION BEHAVIOURS
Empowerment	
	• We develop Team Members and each other. • We challenge the status quo. • We provide the opportunity for ourselves and others to experience the value of our work. • We recognise and celebrate our accomplishments. • I have input and ownership.
Accountability	
	• We encourage excellence. • We encourage continuous improvement & learning. • We ensure performance management consistency. • We accept mistakes and learn from them. • I am accountable for my own performance. • I am part of a team.
Respect	
	• We encourage open, constructive feedback. • We give credit where credit is due. • We are inclusive. • We take the time to listen to each other. • We affirm our people. • We allocate tasks that are fair and reasonable to achieve.
Integrity	
	• We explain our decisions. • We do what we say we will do.

	• We call out an issue when it is evident. • Equal contribution is rewarded equally. • I lead by example. • I am committed to do my best. • I am encouraged to stand up for my beliefs.
Equality	
	• We encourage people to be themselves. • We strive to foster a sense of belonging in our workplace. • We ensure all people we interact with feel welcome, and a part of our family. • We are inclusive with our agencies and partners. • We strive to provide equal opportunity for all – internally and externally. • We call out practices which exclude others.
Diversity	
	• We recognise and encourage diversity in our workplace, in our programs and in the food, we provide to our partners. • We embrace diversity in all our people, their experiences, and points of view. • We value all cultures, backgrounds and genders. • We strive to form a diverse atmosphere for all people to be safe and secure. • By celebrating diversity, we help all people to feel included, safe and secure. • We do not tolerate discrimination. • We recognise and respect differences.