

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Food Sourcing Lead FRESH and GROW		
DEPARTMENT	Commercial		
LOCATION	Yarraville/Altona		
REPORTS TO	Food Sourcing Manager		
DIRECT REPORTS	Food Sourcing Co-ordinator, Sourcing Support Officer		
KEY CONTACTS	Food Sourcing Team, Food Sourcing Manager, Chief Commercial Officer, Commercial Team, Operations Team, People & Culture Team		
AWARD & CLASSIFICATION	SCHADS, Level 5		
DATE	June 2025	EXECUTIVE SIGNATURE	

ROLE PURPOSE

The Food Sourcing Lead is responsible for developing and implementing strategies to source targeted food items that align with Foodbank Victoria's (FBV) healthy food basket strategy.

This role involves building and maintaining relationships with food suppliers and other relevant stakeholders within the Victorian food system to ensure a consistent supply of healthy food for all FBV programs and Community Food Centres.

The Food Sourcing Lead FRESH and GROW will lead a team of Food Sourcing Coordinator/s and Sourcing Support officer/s and work closely with the Operations team to align on sourcing activities that deliver healthy food within the Victorian community

A key focus of this role will be to identify and develop new food donors and growers across Victoria with the aim of increasing supply of targeted category items in particular fresh fruit and vegetables and also to develop, lead and deliver the GROW Program to intercept waste/surplus at farmgate and redirect to FBV for provision to food insecure people across Victoria.

This role will require travel within Victoria approximately 50% of the time.

MAJOR ACCOUNTABILITIES

#1: Donations

<ul style="list-style-type: none"> • Inform and deliver the Food Donor Strategic Plan for respective target categories. • Source sufficient food and grocery items to meet charity partners and program needs, in line with the healthy food basket with a focus on fresh produce • Establish, lead and deliver the GROW Program to research waste and surplus at farmgate and redirect this produce to FBV and food insecure people across VIC • Establish and maintain database of information on growers, regions, produce and seasonality to inform strategy for growth of the GROW Program • Identify and onboard new food donors and growers within targeted categories. • Maintain and maximise existing donor and grower partnerships. • Work collaboratively with FBA to optimize donations and relationship management. 	<ul style="list-style-type: none"> • Complete site visits to farms packing sheds, distribution centres, markets, manufacturers and factories to build strong relationships to provide sustainable sourcing opportunities that benefit FBV. • Manage and grow donations, via FMCG manufacturers, retailers, wholesalers, importers, markets, and farmgate. • Ensure effective cooperation with FBV Departments to maximize opportunities with current and potential donors. • Ensure effective liaison with Operations Department to maximize stock distribution. • Actively promote Foodbank Victoria within FBV guidelines. • Develop relationships with relevant Food Industry Associations to build broad support for FBV.
#2: Budget	
<ul style="list-style-type: none"> • Effectively manage the category budgets and monitor progress regularly. 	
#3: Key Performance Indicators	
<ul style="list-style-type: none"> • Direct reports managed and developed in line with FBV's values, policies and strategy. • Food Donor targets met, with a focus on staples, healthy foods and fresh produce • Successful delivery of the GROW Program in line with contractual obligations and sourcing targets • Annual Plans accomplished. • Donations meet targets. • All stock is accepted in accordance with FBV guidelines. • Donor visits targets set and delivered against 	<ul style="list-style-type: none"> • New donors are targeted for Healthy Food Basket items only. • Strategic relationships are built and maintained. • Records accurately maintained in Salesforce reflecting Sourcing activities. • Donor enquiries are responded to within 24 hours. • Provide reports as requested by the management team. • Assist and inform Food Sourcing Manager in the preparation of annual budget, operational plans, and strategies.
#4: Team Performance	
<ul style="list-style-type: none"> • Provide a flexible and stimulating workplace that encourages honest and effective communication. • Commit to the achievement of Foodbank Victoria's goals and objectives in a manner that 	<ul style="list-style-type: none"> • Adhere to ethical purchasing procedures. • Avoid all conflicts of interest. • Celebrate excellence. • Nurture a culture of mutual trust, support, and encouragement where

<p>promotes enjoyment and satisfaction in our work.</p> <ul style="list-style-type: none"> • Act and communicate ethically with all stakeholders. 	<p>everyone's contribution is recognised equally.</p>
<p>#5: Workplace Health and Safety (WHS)</p>	
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.
<p>#6: Self-Management</p>	
<ul style="list-style-type: none"> • Positive leadership and participation in regular team meetings. • Clear and collaborative communication with team members and other departments of relevant information as appropriate. • Willingness to undertake training and development opportunities as appropriate. 	<ul style="list-style-type: none"> • 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.
<p>TECHNICAL KNOWLEDGE</p>	<p>PERSONAL ATTRIBUTES</p>
<ul style="list-style-type: none"> • Relevant tertiary qualification and/or equivalent work experience. • Agriculture background and experience working with farmers and growers • Experience in repurposing waste or surplus produce at farmgate level • Good knowledge of seasonality and growing regions for fruit and vegetables in VIC • Minimum of 5 years professional experience and proven track record in a business development role. • Self-starter able to develop and implement a new statewide fresh produce sourcing program as part of the broader food sourcing team and strategy • Professional development training undertaken. • Ability to obtain and maintain a valid Working with Children Check. • Hold and maintain a current driver's licence 	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, including the ability to deliver information to large groups. • Ability to lead and develop a collaborative and innovative team • Well-developed organisational and time management skills. • Exceptional negotiation and influencing skills. • Ability to build and manage relationships at all levels. • Seeks feedback and responds appropriately. • Copes with change, effectively. • Is reliable, consistent, and fulfils commitments. • Works hard to meet and exceed accountabilities. • Works collaboratively. • Maintains confidentiality.

<ul style="list-style-type: none"> • Ability to travel to metro and regional areas approx. 50% of the time • Demonstrated stakeholder management experience. <p>Willingness to undertake a criminal record check.</p>	
VALUES FOUNDATION BEHAVIOURS	
Empowerment	
	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • 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	
	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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.
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