

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Food Sourcing Coordinator		
DEPARTMENT	Commercial		
LOCATION	Yarraville, Ballarat, Morwell		
REPORTS TO	Food Sourcing Lead		
DIRECT REPORTS	Nil		
KEY CONTACTS	Food Sourcing and Supply Teams, Food Sourcing Manager, Chief Commercial Officer, Commercial Team, Operations Team, People & Culture Team		
AWARD & CLASSIFICATION	Level 4 SCHADS		
DATE	September 2025	EXECUTIVE SIGNATURE	

ROLE PURPOSE

The Food Sourcing Coordinator is responsible for developing and managing relationships with national and local food donors to ensure Foodbank Victoria and the Community Food Centres have access to a consistent supply of healthy food items.

The focus of this role is to engage new and existing food donors to grow Foodbank Victoria's ambient, fresh, chilled, and/or frozen food categories. The position will require regular travel within Victoria and can be based at one of Foodbank's three sites in Yarraville, Ballarat, or Morwell.

MAJOR ACCOUNTABILITIES

#1: Donations

- Source sufficient food and grocery items to meet agency and program needs in line with the healthy food basket strategy.
- 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 centres (DCs), markets,
- Manage and grow donations, via FMCG manufacturers, retailers, wholesalers, importers, markets, and farmgate.
- Respond to all donation enquiries within 24 hours.
- New donor listings updated and maintained with the support of the *Sourcing Support Officer*.
- Ensure effective cooperation with internal FBV departments to

<p>manufacturing sites, and retailers to increase engagement and provide sustainable sourcing opportunities that benefit FBV.</p> <ul style="list-style-type: none"> Assist the Food Sourcing Lead in the preparation and monitoring of the Food Donor Strategic Plan at sub-category level 	<p>maximise sourcing opportunities with new and existing donors.</p> <ul style="list-style-type: none"> Ensure effective liaison with various operational departments to optimise stock distribution. Develop relationships with relevant Food Industry Associations with the aim to build broad support for FBV. Actively promote Foodbank Victoria within FBV guidelines.
#2: Budget	
<ul style="list-style-type: none"> Effectively contribute to the development of department budgets and monitor progress regularly. 	
#3: Key Performance Indicators	
<ul style="list-style-type: none"> Food donor targets met, with a focus on priority staples and healthy food basket items. Annual Plan accomplished. Donations meet targets. All stock is accepted in accordance with FBV guidelines. New donors are targeted for Healthy Food Basket items. Strategic relationships are built and maintained using donor engagement strategies. 	<ul style="list-style-type: none"> Records accurately maintained in Salesforce reflecting Sourcing Coordinator activities. Donor enquiries are responded to within 24 hours. Prompt retrieval of all donations. Provide reports as requested by the management team. Assist Food Sourcing Lead and 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 promotes enjoyment and satisfaction in our work. Act and communicate ethically with all stakeholders. 	<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 everyone's contribution is recognised equally.
#5: Workplace Health and Safety (WHS)	

<ul style="list-style-type: none"> • Comply with all company policies, procedures, and code of conduct. • Assist in 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 always. • 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.
#6: Self-Management	
<ul style="list-style-type: none"> • 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. 	<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.
TECHNICAL KNOWLEDGE	PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> • Relevant tertiary qualification and/or equivalent professional experience. • Minimum of 5 years professional experience in a relevant role. • Food industry experience, highly regarded • Ability to travel to metro and regional areas. Professional development training undertaken. • Ability to obtain and maintain a valid Working with Children Check. • Willingness to occasionally work out of hours to attend events and presentations. • Demonstrated previous experience in administration and customer service. • Demonstrated stakeholder management experience. • Experience in the use of Microsoft programs, including Outlook, Word, Excel & PowerPoint, and Stock Management programs – Dynamics / Pronto • Demonstrated experience using Customer Relationship Management programs, preferably Salesforce. 	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, including the ability to deliver information to large groups. • Ability to work independently and in a team environment. • Exceptional numerical and analytical skills. • 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. • Plans and organises work efficiently and effectively. • Maintains confidentiality. • Ability to perform standard office-based tasks, including computer use.

<ul style="list-style-type: none"> • Hold and maintain a current driver's license and be prepared to drive. 	
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. • 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.

	<ul style="list-style-type: none">• We do not tolerate discrimination.• We recognise and respect differences.
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