

FOODBANK VICTORIA

POSITION DESCRIPTION



POSITION	Executive Assistant		
DEPARTMENT	Executive Team		
LOCATION	Altona/ La Trobe Street		
REPORTS TO	Chief Executive Officer		
DIRECT REPORTS	Nil		
KEY CONTACTS	Executive Team and Board		
AWARD & CLASSIFICATION	SCHADS Level 4		
DATE	November 2025	EXECUTIVE SIGNATURE	

ROLE PURPOSE

The Executive Assistant is responsible for providing high level administrative and secretarial support to the Chief Executive Officer (CEO) and the Foodbank Victoria Chief Executive Team. This position will ensure the smooth operation of the CEO's office with regard to diary and email management, travel bookings, meeting coordination and minutes, whilst managing the expectations that internal and external stakeholders may have on the CEO's and Executives activities and availability.

MAJOR ACCOUNTABILITIES

#1: Executive Support (CEO)

- Manage calendar appointments for the CEO including negotiating and scheduling meetings and appointments as directed by the CEO and by using own discretion.
- Ensure all appropriate support materials are available for CEO meetings.
- Monitor, screen and respond to phone calls and email communications and alert the CEO to any high priority issues as they arise.
- Organise travel and accommodation in accordance with the Travel Policy as directed.
- Coordinate and support CEO led engagements or events i.e. all team meetings.
- Assist with expense recording and approval process.
- Prepare and edit correspondence, communications, presentations, reports, and other documents.
- Update the FBV Customer Relationship Management program, currently Salesforce.
- Collate information for the CEO as requested.
- File and retrieve documents and reference materials as required.
- Liaise with the Board, Executive Team, team members and volunteers as required.
- Ad hoc administrative support as required from CEO.

#2: Executive Support (Management Team)	
• Provide assistance to the broader executive team when and as required. • Provide confidential administrative support including agenda preparation and minute taking for Executive Team and other key meetings.	• Assist with Executive Team schedules, managing diaries, appointments and travel arrangements as required. • Delivering comprehensive administrative and project support, such as coordinating meetings, preparing relevant documentation, and assisting with project tracking and follow-up.
#3: Board Support	
• Provide assistance to the Company Secretary (Chief Financial Officer) with board and committee meetings including but not limited to collating board papers and meeting set up. • Assist committee members scheduling and collating papers and meeting set up.	• Maintain and update the Board portal. • Organise travel for the Board as required.
#4: Communication & Relationships	
• Develop strong positive relationships within Foodbank Victoria, with the Executive Team and across departments. • Manage relationships with external stakeholders, such as Government departments and community and charity partners.	• Communicate and act in ways that are consistent with Foodbank Victoria's brand and values.
#5: 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.
#6: 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
• Relevant tertiary and/or TAFE qualification or equivalent work experience. • Hold and maintain a current driver's license and be prepared to drive. • Professional development training undertaken. • Willingness to undertake a criminal record check. • At least 3 years' experience providing support at a senior or C-Suite level. • Sound technology skills across the full suite of MS Office Suite, with the ability to learn and adapt to new systems. • Knowledge of standard office administrative practices and procedures. • Ability to communicate effectively with the Foodbank team, and external organisation's, including government departments and Ministers. • Proven ability to work independently and collaboratively within a team environment supporting productive relationships with people at all levels. • Highly attuned to reading situations and using diplomacy, empathy, and quick thinking to respond appropriately. • Quality record management and security, including confidential records, particularly Board matters. • Impeccable time management and organisational skills to be able to work within a fast-paced environment. • Understanding of the not-for-profit sector.	• Excellent written and verbal communication skills. • Ability to work independently and in a team environment. • Numerical and analytical skills. • Well-developed organisational and time management skills. • Attention to detail. • Excellent interpersonal skills, with an ability to develop positive working relationships with internal and external stakeholders
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.