

JOB DESCRIPTION

Nutrition Australia is a national, not for profit, member based organisation inspiring healthy eating Australia wide. We are a leading provider of community-based education programs and credible, current and practical nutrition information.



Vision: Healthy Eating for all Australians

Mission: Inspiring healthy eating

JOB TITLE:	Project Manager	STATUS:	Contract to 30 June 2019 (with possibility of ongoing role)
LOCATION:	Carlton, VIC	HOURS:	Part-time 0.4 FTE
REPORTS TO:	Fruit and Vegetable Consortium (Lead agency Nutrition Australia)	UNIT & DIVISION:	Victorian Division

ORGANISATIONAL CONTEXT:

[Nutrition Australia \(NA\)](#) is the peak nutrition education organisation in Australia and inspires healthy eating through the delivery of national and state wide services. In Victoria we are the lead organisation of a state wide collaborative group that works to increase vegetable consumption across the state under the Victorian Healthy Eating Enterprise (VHEE).

In order to progress state wide initiatives at scale and to increase fruit and vegetable consumption, we have established the Fruit and Vegetable Consortium. This Consortium is modelled on the Re-Think Sugary Drink group and is made up of key partner organisations that have high level commitment to collaborate on state wide or national initiatives to promote fruit and vegetable consumption.

KEY PURPOSE:

The role of the Fruit and Vegetable Consortium is to provide strategic direction and leadership to ensure collaborative action is taken to increase vegetable consumption in Victoria by 30 June 2021.

The primary purpose of this position is to effectively deliver on the initiatives identified by the Fruit and Vegetable Consortium as well as to provide secretariat functions to support the governance of the consortium.

KEY RESPONSIBILITIES:

As Project Manager for the Fruit and Vegetable Consortium you will be responsible for the following:

Strategy:

- Developing a consensus statement with key messages. This document will be used to support key organisations identified by the Consortium to increase vegetable consumption.
- Developing a visual framework such as an infographic to provide an overview of the Consortium and our key messages.
- Ensuring currency of the environmental scan (agencies who will support and sign onto our consensus statement).
- Undertaking a political scan and developing and or managing relationships with key stakeholders.

Marketing and Communications

- Developing and implementing a communications plan to effectively communicate our key messages and to engage with our key stakeholders to communicate our messages to their audiences.
- Developing a pitch for a campaign which will result in the acquisition of further funds to support future initiatives of the Consortium.

- Identifying and responding to calls for submissions.
- Promotion of the fruit and Vegetable Consortium through industry, key stakeholder groups and networks, media and other avenues as identified to maximise reach.

Administration

- Preparing agendas and supporting papers, preparing meeting notes and information required for meetings.
- Scheduling meetings, circulating agendas and meeting papers, scribing at the meetings: this will involve recording meeting actions; seeking confirmation of actions from members prior to end of meeting; and emailing minutes and action list to members.

Occupational Health and Safety

- Contributing to maintaining a safe workplace and implementing health and safety policies and procedures.
- Attending training in the safe performance of assigned tasks as relevant.

5. Relationships:

Reports To: The Fruit and Vegetable Consortium (Lead agency Nutrition Australia)

Functional Interactions: The Project Manager represents the Victorian Division of Nutrition Australia and attends and contributes to discussion at Fruit and Vegetable Consortium meetings.

KEY SELECTION CRITERIA:

Qualifications/Experience

Essential:

- Tertiary qualifications in business/marketing/communications or other relevant qualification or demonstrated experience in a similar role.
- Experience in identifying beneficial opportunities, developing and maintaining partnerships with a diverse range of stakeholders
- Experience in developing and leading strategic marketing and/or communications and engagement activities.
- Excellent communication skills.
- Excellent organisational, time and task management skills, including demonstrated ability to set goals and targets, meet tight deadlines and handle competing demands.
- Demonstrated leadership skills and ability to work within a team environment.
- Demonstrated understanding of business processes and ability to drive client focused outcomes.
- Demonstrated ability to work independently or as part of a team.
- Demonstrated proficiency with computer applications and digital platforms and social media marketing

Desirable:

- Knowledge and /or experience working in public health, health promotion, not for profit or government sector.
- Knowledge and understanding of the principles and practices of health promotion, systems thinking and how these contribute to developing healthier communities.
- Experience in managing marketing campaigns

Professional Requirements

- Prepared to make a commitment to the Fruit and Vegetable Consortium's vision and values.
- Committed to continuous quality improvement.

Attributes

- Ability to think and act strategically and see the big picture.

- Service orientated.
- Displays initiative, motivation, self-confidence and reliability.
- Ability to get along with others, teamwork.
- Ability to work within a self-directed framework.
- Ability to maintain professional relationships with key stakeholders.
- Able to work collaboratively with others and contribute to achieving a successful and positive team environment and culture.
- Ability to maintain senior credibility.

Enquiries about the role to Melissa Colosimo (03) 8341 5800 (after 7 January 2019).

Applications with CV and cover letter by 9:00am Monday 21 January 2019 to Sally Ham sham@nutritionaustralia.org