

Position description

PROGRAM MANAGER

Role title: Program Manager	Status: Fixed term until 30 June 2028
Location: Richmond and work from home	Hours: 1.0 FTE (0.9 will be considered)
Reports to: Co-Chief Executive Officer	

About us

National Nutrition Foundation is an independent, national not-for-profit organisation that enables Australians to enjoy nutritious foods and drinks through collaborations, programs and services, and advocacy initiatives. National Nutrition Foundation is a new brand, with a proud 45-year history.

The National Nutrition Foundation believes all Australians deserve health and wellbeing. Our purpose is to enable, empower and influence Australia's food systems and the people who depend on them.

Our flagship programs; the [Healthy Eating Advisory Service](#) and the [School Nutrition Advisory Program \(FreshSNAP\)](#) are statewide initiatives supported by the Victorian and Western Australian Departments of Health to create healthier food environments. The Nutrition Programs & Services unit provides nutrition expertise and services to a range of stakeholders including government departments, food industry, non-government organisations, community organisations, and consumer groups.

The role

As Program Manager, you will lead and oversee the successful delivery of one of our flagship programs, the Healthy Eating Advisory Service (HEAS), an initiative funded by the Victorian Government. This role will also lead and support the implementation of other initiatives as required.

HEAS aims to build the knowledge, skills and capacity of professionals, food service staff and other staff working in key settings in order to improve the availability and promotion of healthy food and drinks across Victoria.

The service supports the strategic direction of the Victorian Government with respect to public health and wellbeing.

Key accountabilities

As Program Manager you will be responsible for the following:

Leadership

- Lead, manage and develop the team and provide ongoing support and coaching to direct and indirect reports in the achievement of program goals.
- Generate buy in and support for HEAS and other initiatives and services.
- Translate strategic objectives and deliverables into a business plan, ensuring team members understand their roles in achieving set outcomes.
- Foster an environment of collaboration and sharing of best practice within the team and across the organisation.
- Play an active role in the organisation's senior management team including collaborating with other senior managers as required.
- Contribute to organisational strategic direction and planning.
- Contribute to identification and implementation of efficiencies.

Program management and business planning

- Negotiate deliverables with the relevant Government stakeholders.
- Develop, implement and manage project plans.
- Identify risks that could impact the achievement of these plans and put a risk management strategy in place.
- Manage all contractual obligations and funding submissions and ensure all obligations are met and continue to meet the objectives of the program.
- Oversee the development of the engagement strategy in conjunction with the team to engage organisations in program activities and outcomes.
- Manage and monitor the program budget.
- Identify opportunities for sustainability.

Stakeholder and relationship management

- Establish and manage stakeholder relationships to ensure support for programs and organisational objectives
- Act as the public spokesperson for HEAS and other programs.
- Advocate for extension of funding, including supporting contribution to submissions and other processes.
- Active participation on relevant networks and advisory committees.

Program monitoring, evaluation and reporting

- Manage the evaluation of the program to ensure the robust evaluation of identified program activities and that findings inform continuous quality improvement and future plans.
- Develop program reports including quarterly data and annual reports.
- Provide CEO and other stakeholders with program reports as required.

Occupational Health and Safety

- Contributing to maintaining a safe workplace and implementing health and safety policies and procedures

Such other duties as directed and consistent with an employee's level of skill, competence and training.

Relationships

Reports to:

- Co-Chief Executive Officer

Functional Interactions:

- Co-CEOs
- HEAS team
- FreshSNAP team
- Marketing Manager
- Volunteers and students

Key Result Areas (KRAs):

Critical to success in this role are:

- Program planning
- Team leadership
- Budget management
- Stakeholder engagement

Key selection criteria

Qualifications/Experience

Essential:

- Tertiary qualifications in at least one of the following: public health, public health nutrition, health promotion.
- High level knowledge and understanding of the Victorian and Australian public health nutrition landscape including policies and guidelines that direct the operation of early childhood, schools, health services, sport and recreation settings
- Knowledge and understanding of evidence-based health promotion strategies and how these contribute to developing healthier communities
- Proven experience in program management and program planning
- Demonstrated leadership skills and experience in staff development, management and leading a team to meet key outcomes.

- Demonstrated strong written and verbal communication and interpersonal skills
- Extensive experience in developing and maintaining relationships with a diverse range of stakeholders especially Government
- Excellent organisational and task management skills, including demonstrated ability to set goals and targets, meet tight deadlines and handle competing demands
- Financial management including developing budgets and ensuring that programs are delivered within budget
- Excellent problem-solving skills
- Demonstrated attention to detail and critical analysis skills
- Experience and confidence in presenting to various audiences

Desirable

- A good understanding of evidence-based research and ability to translate high level research into practice
- Current driver's license and own vehicle

Professional Requirements

- An understanding and alignment to National Nutrition Foundation's vision and values.
- A commitment to continuous quality improvement.

Attributes

- Displays initiative, motivation, and self-confidence.
- Reliable and flexible
- Ability to work within a self-directed framework.
- Collaborative and fosters relationships with key stakeholders and the team.

How to apply

Submit your application via [Seek.com](https://www.seek.com.au), and attach one PDF document which includes:

1. **Resume:** Highlighting relevant experience and achievements
2. **Cover Letter:** Providing specific examples demonstrating how you meet the key selection criteria.

We will be reviewing applications during the job advertisement period so we encourage you to apply as soon as possible.

If you have any questions or queries, please email us at careers@nnf.org.au.