

All-rounder volunteer

POSITION DESCRIPTION

RICHMOND OFFICE, VICTORIA | REPORT TO OPERATIONS MANAGER
6 MONTH TERM | 7 HOURS EACH MONDAY | 3 WEEK BREAK FOR XMAS

About the National Nutrition Foundation

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.

We value the extensive support of our volunteer base to deliver our vision and mission.

VISION: Healthy eating for people and planet.

MISSION: To enable, empower and influence Australia's food systems and the people who depend on them.

Key responsibilities

Volunteers support the administration team and our various programs & services by assisting with tasks which may include, but are not limited to:

- Handling incoming calls, emails and administration;
- Printing, copying, collating material for services;
- Research, e.g. suppliers, solutions for the office;
- Document creation and database entry;
- Reviewing and updating factsheets, policies and templates;
- Resource formatting using Canva or M365;
- Website content updates
- Event management assistance;
- Formatting presentations;
- Updating email signatures;
- Other support as required.

Competencies required

- Proficiency in Canva
- WordPress abilities advantageous
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Organised with a keen eye for detail
- Ability to competently work autonomously
- Sound problem solving skills & initiative
- Customer service with good interpersonal skills and confident phone manner.

Other information

DRESS CODE: Smart casual

ADDRESS: Level 1, 41-43 Stewart Street, Richmond, Vic

DATES: 20 October 2025 – 20 April 2025

Apply now

APPLICATIONS CLOSE 30 SEPTEMBER 2024

CONTACT: Tess Leeder

EMAIL: volunteer@nnf.org.au

APPLICATION: Please include:

- Subject line: "[Insert your name] - All-rounder application"
- Content: One paragraph introducing yourself and describing why you will be suitable for this role.
- Attach: your resume demonstrating the requirements
- Include: 1-2 referees.

NOTE: Applicants for volunteer roles may be interviewed by phone and references checked prior to an offer of volunteer engagement.

A National Police Check less than 12 months old will also be required by the successful applicant prior to the start date.