

Position description

OPERATIONS SUPPORT OFFICER

Reports to: Operations Manager	Status: Part time, fixed-term to end June 2026 with potential to extend
Location: Richmond, Vic or Subiaco WA	Hours: 0.4 FTE

About 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. National Nutrition Foundation is a new brand, with a proud 45-year history.

Our flagship programs, the [Healthy Eating Advisory Service \(HEAS\)](#) and the [Fresh 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

The operations administrator serves as the backbone of an organisation's daily operations, ensuring that all aspects of the workplace run smoothly and efficiently. This role is highly dynamic, requiring a proactive and organised approach to problem-solving, multitasking, and communication. At its core, the position is about creating a well-functioning environment where staff, volunteers, and visitors feel supported and where systems are reliable and effective.

Key accountabilities:

- Manage the office facilities, equipment, utilities, supplies and stationery.
- Action incoming and outgoing emails and correspondence including the generation and formatting of correspondence, documents, reports, presentations.
- Maintain systems for recording, storing and archiving information.
- Supervise the volunteer program.
- Oversee, co-ordinate or conduct training for volunteers.

- General business administration duties.
 - Tasks assisting with various operational functions such as Health & Safety, Human Resources, IT, Finance.

Organisational responsibilities

- Participating in organisational planning.
- Providing input into other National Nutrition Foundation programs, resources, and services (e.g. website, publications) as relevant to area of knowledge.
- Attending and contributing to staff meetings.
- Contributing to general organisational activities
- Maintaining an awareness of current issues impacting on the health of Victorians and public health in Victoria and nationally.

Human resources:

- Working with volunteers on project activities.
- Participating in ongoing professional development.

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.

Relationships

Reports to:

- Operations Manager

Functional interactions:

- Volunteers
- Support for all staff

Skills

- Organisational and administrative skills
- Attention to detail
- Logic and analytical thinking
- Problem solving skills
- Proactive and self-driven
- Ability to work effectively and co-operatively with the team and external stakeholders
- Good time management and ability to work to deadlines.

Key selection criteria

Qualifications/Experience

Essential:

- Demonstrated attention to detail with a solution focused attitude.
- Excellent written and verbal communication and interpersonal skills.
- Demonstrated administrative experience.
- Ability to work independently and as part of a team.
- Demonstrated ability to organise tasks, set goals and targets, meet deadlines and manage competing demands.
- Experience using Microsoft programs including Excel, PowerPoint, Word, and Teams.
- Demonstrated experience applying logic, analytical thinking and problem solving.
- Ability to manage conflicting priorities efficiently.
- Resides in WA or Vic and has the rights to work in Australia.

Desirable:

- Not-for-profit experience.
- Interest in public health nutrition and improving food environments.
- Ability to utilise design programs such as Canva.
- Accounts payable and payroll.

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.
- Collaboration and ability to work within a small team.
- Ability to work within a self-directed framework.

How to apply

- Submit your application via [Seek.com](https://www.seek.com) by 9am Monday 9 February, including your resume and a cover letter outlining how you meet the key selection criteria listed above.
- Applications will be reviewed as they are received, so please apply now.
- If you have any questions or queries, please email us at careers@nnf.org.au.