

## POSITION DESCRIPTION

**SUBIACO OFFICE, PERTH**

**REPORT TO SENIOR PROJECT OFFICER**

**6 MONTH TERM**

**7 HOURS EACH WEEK,  
PREFERABLY WEDNESDAY**

**OTHER AD HOC ACTIVITIES  
MAY ALSO BE AVAILABLE**

### 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.

### about freshSNAP

FreshSNAP (School Nutrition Advisory Program) is the state-wide nutrition advisory service for Western Australian schools, funded by the Department of Health Western Australia.

We are a dedicated team of nutrition, teaching and health promotion professionals based in Perth and delivered by National Nutrition Foundation.

The freshSNAP program provides a free, integrated, comprehensive state-wide advisory and implementation service to support schools to create healthy food and drink environments and deliver nutrition education.

### key responsibilities

Volunteers support our program by assisting with tasks which may include, but are not limited to:

- Printing, copying, collating material for services;
- Research, e.g. suppliers, solutions for the office;
- Document creation and database entry;
- Reviewing and updating factsheets, recipes, policies and templates;
- Resource formatting using Canva or M365;
- Website content updates;
- Event management assistance;
- Other support as required.

### essential competencies

- Proficiency in Canva
- 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.

### desirable competencies

- Experience in nutrition, education and/or health promotion
- Confident with food preparation skills
- Confident with calculations, measurements, and adapting recipes.

### other information

**DRESS CODE:** Smart casual

**ADDRESS:** Level 1, 334 Rokeby Road, Subiaco 6008

**DATES:** 22 April 2026 – 21 October 2026

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### apply now

**APPLICATIONS CLOSE 6 APRIL 2026**

**CONTACT:** Alex Cookson

**EMAIL:** [volunteer@nnf.org.au](mailto:volunteer@nnf.org.au)

**APPLICATION:** Please include:

- Subject line: “[Insert your name] – freshSNAP 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.