

Position description

Role title: FreshSNAP Program Manager	Status: Fixed term contract to 30 June 2027
Location: Hybrid – Subiaco and remote	Hours: Full-time (38 hours per week) or part-time (0.8FTE)
Reports to: CEO	

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 delivered by National Nutrition Foundation and funded 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 primary purpose of this position is to manage the implementation of the Western Australian Whole of School Healthy Eating Program, an initiative funded by the Western Australian Department of Health.

The Whole of School Healthy Eating Program (WOSHEP), known as freshSNAP provides a state-wide advisory and implementation support service for all schools across WA. FreshSNAP ensures that healthy eating is integrated into the school curriculum, school policies, and the school food environment, as is recommended best practice

This comprehensive service is an all-in-one-place service where the whole school community - leadership, teachers, canteen and food service staff, students and

families including professionals supporting schools are able to access tools and resources that will build their capacity to create and sustain healthy school food environments.

Key accountabilities:

Leadership:

- Lead, manage and develop the freshSNAP team and provide ongoing support and coaching to direct and indirect reports in the achievement of program goals.
- Generate buy in and support for freshSNAP.
- Translate strategic objectives into a strategic 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 leadership 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 Department of Health.
- Develop, implement and manage freshSNAP's 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 freshSNAP team to engage organisations in program activities and outcomes.
- Manage and monitor the program budget.
- Identify operational efficiencies to ensure service delivery excellence
- Identify opportunities for freshSNAP sustainability.

Stakeholder and relationship management:

- Establish and manage stakeholder relationships to ensure support for freshSNAP and organisational objectives including taking a lead engagement role with the Department of Health, Department of Education, , Federation of Canteens in Schools (FOCiS), National School Food Network, Western Australian Council of State School Organisations, and WA Health Promoting Schools Association.
- Act as the freshSNAP public spokesperson.
- Advocate for extension of funding, including managing National Nutrition Foundation's contribution to submissions and other processes.
- Active participation on relevant networks and advisory committees.

Program 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 for the Department of Health including activity 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:

- Chief Executive Officer

Functional interactions:

The freshSNAP Program Manager represents National Nutrition Foundation and attends and contributes to discussion at WOSHEP and Nutrition Australia staff meetings.

Key result areas (KRAs): Critical to success in this role are:

- Program planning
- Team leadership
- Budget management
- Strategic planning

Key selection criteria

Qualifications/Experience

Essential:

- Tertiary qualifications in public health, health promotion, health science, nutrition, dietetics and/or a health-related discipline.
- Extensive experience in stakeholder relationship management at a senior level with government, non-government and private sector organisations.

- Experience in the establishment and leadership of a public health program including strategic planning, financial management and evaluation.
- Demonstrated management skills and experience in staff development, performance management and leading a team to meet key outcomes.
- Excellent written and verbal communication and interpersonal skills.

Desirable:

- Knowledge and understanding of the Western Australian public health landscape.
- Understanding of the policies, guidelines and frameworks that direct the operation of Western Australian schools, specifically regarding nutrition and healthy eating.
- Knowledge and understanding of evidence-based health promotion strategies and how these contribute to developing healthier communities.
- Current driver's license and own vehicle.

Professional requirements

- Prepared to make a commitment to National Nutrition Foundation's vision and values
- Committed to continuous quality improvement.

Attributes

- Professional
- Motivated
- Confident
- Reliable
- Team oriented
- Self-directed
- Flexible.

How to apply

- Submit your application via by 5pmAWST Monday 27 July 2026, including your resume and a cover letter outlining how you meet the key selection criteria listed above.
- If you have any questions or queries, please email us at careers@nnf.org.au