

Western Australian School Canteen Association Inc.



Supporting healthy choices

Employment Opportunity Project Officer

Background

The Western Australian School Canteen Association Inc. (WASCA) is an independent non-profit health promotion charity. WASCA provides information, advice, resources and training to assist schools, sport clubs, recreation centres, community groups, health services/facilities and workplaces to establish and maintain healthy, profitable food services.

WASCA works in partnership with government and other non-government organisations.

Position: Project Officer

Fixed term contract, from March-December 2019, 0.7FTE (approximately 26.5 hours per week).

WASCA is seeking a dynamic health professional to join the team. The successful applicant will work with the WASCA Executive Officer and other team members to deliver nutrition support services. Individuals who are proactive, resourceful and passionate about nutrition and developing healthy food environments should apply.

Inclusions

An inclusive environment and all office equipment will be provided at the WASCA office located in the Department of Education, 151 Royal Street, East Perth, Western Australia. An attractive remuneration package will be offered for this role, including the option to salary package.

Applications

Applications should include:

- Cover letter
- Curriculum vitae
- Response to the essential and desirable criteria.

Send applications to Michelle.Riekie@education.wa.edu.au, you will receive a confirmation email acknowledging receipt of your application.

For more information about the position, please contact WASCA Project Manager, Michelle Riekie on 08 9264 4999 or Michelle.Riekie@education.wa.edu.au

Applications close Sunday 24 March 2019

Role and responsibilities

WASCA has been contracted by Healthway to support and implement the Healthy Sporting Club Program. The program provides funding support for community sporting clubs where there is an opportunity to make changes around healthy food and drink policies and practices, behaviours and environments to improve health. You will work with the Project Manager to implement the grants project. Examples duties include but are not limited to:

- Provide an advisory service to community sporting clubs
 - Liaise with clubs and manage enquiries via phone and email pre-application
 - Maintain regular contact with clubs throughout the grant period
 - Conduct site visits and menu and recipe assessments as required
 - Provide advice and support to ensure clubs meet all grant requirements and acquittal
- Liaise with Healthway
 - Provide regular updates to Healthway e.g. during the application phase
 - Complete data entry to accurately track progress of clubs involved in the program
- Provide support to the Project Manager
 - Coordinate information sessions to the target groups as/when required
 - Contribute to project evaluation and reporting as requested
 - Contribute to the development of project resources
 - Develop, maintain and expand partnerships with relevant non-government and government agencies to increase the reach of the project
 - Seek opportunities to complete submissions to newsletters or publications to promote the project
 - Attend and contribute to regular project meetings; and whole of organisation meetings and events as required.

Selection criteria

Essential criteria:

1. Tertiary qualification (or higher) in nutrition, health promotion or similar field
2. Demonstrated experience in the planning, implementation and evaluation of health promotion programs including data collection and analysis
3. Demonstrated understanding of the traffic light system used to categorise food and drinks
4. Demonstrated high level written and oral communication skills
5. Demonstrated time management skills
6. Demonstrated ability in building and maintaining effective partnerships, and working collaboratively with other organisations
7. Demonstrated commitment to WASCA's Health Policy
8. Working with Children Check
9. Current driver's license and police clearance.

Desirable criteria:

10. Experience in marketing and communication activities including social media
11. Experience in writing reports for management and funding bodies
12. Experience developing resources, in particular experience using design software such as Canva and InDesign.